DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 10 1969

SECRETARY'S MEMORANDUM NO. 1642

Designation of Acting Administrator, IADS

I am designating Lyle P. Schertz as Acting Administrator, International Agricultural Development Service, effective January 12, 1969. Mr. Schertz succeeds Lester R. Brown who is resigning from Government service.

ORGANIZATION 1 (FARS)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

January 14 1969

MEMORANDUM NO. 1643

Department Support of Comprehensive Planning in Nonmetropolitan Districts

BACKGROUND: The Housing and Urban Development Act of 1968 expresses Congressional intent that comprehensive planning be used by states and localities as a positive means of correcting the "lack of coordinated development of resources and services in rural areas" and that "planning staffs and techniques should be improved on an area-wide basis." The Act specifically states that planning where possible should "cover entire areas having common or related development problems."

Title VI of the Act amends Section 701 of the Housing Act of 1954 to authorize the Secretary of Housing and Urban Development to make grants to state planning or other designated agencies for comprehensive planning programs in nonmetropolitan districts (Section 701 (a) (6) as amended). The Secretary of Agriculture is to be consulted prior to approval of a district planning grant. The Secretary also is authorized to provide technical assistance in connection with establishing and operating district-wide programs of comprehensive planning. (Section 701 (e). Department of Housing and Urban Development Circular MD 6041.3, Requirements for Nonmetropolitan District Planning Assistance, which was issued January 1, 1969, sets forth requirements and guidelines states are to follow in applying for grants to assist comprehensive planning programs in nonmetropolitan districts.

The guidelines apply to the following types of districts:

1. Multi-jurisdictional planning districts which do not include any substantial part of a Standard Metropolitan Statistical Area.

2. Nonmetropolitan Economic Development Districts designated by the Secretary of Commerce under Title IV of the Public Works and Economic Development Act of 1965.

3. Nonmetropolitan Local Development Districts certified under Section 301 of the Appalachian Regional Development Act of 1965.

RURAL URBAN DEVELOPMENT

Districts assisted must consist of several counties and the principal towns and cities within them forming a unit that is suitable for planning and development from the standpoint of population size, geographic features, internal transportation and communication, potential economic viability, and such other factors as state officials believe important. Where state officials wish to designate a district consisting of only one county (or less) and one or more other units of local general government, there must be a clear justification for doing so.

Boundaries of a district to be assisted may not include any substantial part of a Standard Metropolitan Statistical Area (SMSA) as determined by the Bureau of the Budget. The district must have a permanent agency authorized to carry out a long-term comprehensive program of area-wide planning. This agency must be a public body authorized by state enabling legislation (and, if necessary, interstate compact) and by local laws and/or appropriate official resolutions to perform district-wide comprehensive planning and programming. Voting membership on the district agency's policy-making body must, to the greatest practicable extent, be composed of, or responsible to, the elected officials of the units of general local government in the district.

PURPOSE: It is the purpose of this memorandum:

1. To set forth responsibilities of certain agencies of the Department for administrative, educational, and technical assistance activities in support of comprehensive planning programs in nonmetropolitan districts.

2. To establish responsibility for coordinating relationships with HUD, Commerce (EDA), OEO and other Departments and agencies concerned with support of district planning programs.

3. To establish Department policy that its programs of financial and technical aid be administered insofar as possible to support and strengthen such programs.

RESPONSIBILITIES OF THE ASSISTANT SECRETARY FOR RURAL DEVELOPMENT AND CONSERVATION: The Assistant Secretary for Rural Development and Conservation shall be responsible for establishing general policies to guide the execution of duties, missions, and supporting services described in this memorandum and for assuring such policies are carried out by agencies and offices of the Department.

In carrying out this responsibility, he will make use of Department resources, personnel and facilities as required and establish such

committees, interagency relationships, technical support activities, and other mechanisms as may be necessary, including but not limited to a working committee for district planning programs whose chairman will be the Administrator of the Farmers Home Administration. This committee will coordinate Departmental support for and assistance in the district planning program, under the general policy guidance of the Assistant Secretary. In addition to the Administrator of the Farmers Home Administration, such committee will consist of Administrators of the following agencies and offices: Federal Extension Service; Soil Conservation Service; Forest Service; Rural Electrification Administration; Rural Community Development Service; Economic Research Service; General Counsel; Budget and Finance; and the Planning, Evaluation and Programming Staff. It is assumed alternates will be named to this committee to carry out the routine and continuing functions thereof.

The Assistant Secretary also will develop procedures for implementing the statutory requirement that the Secretary of Agriculture be consulted prior to approval of district planning grants under Section 701 (e) of the Housing Act of 1954, as amended. Such procedures will insure that appropriate agencies of the Department and cooperating state agencies have an opportunity to make their views known concerning specific grant applications and that resources of Department research agencies are used, as appropriate, to guide the delineation and determination of district boundaries. The Assistant Secretary also will insure that an adequate information system of rural economic, demographic, social, and cultural indicators is developed to allow informed decisions by the Secretary and to assist states in district planning and development.

LIAISON WITH OTHER DEPARTMENTS AND AGENCIES: Farmers Home Administration will have the principal responsibility for establishing and maintaining interagency relations directly concerned with all aspects of the non-metropolitan district planning assistance program. FHA may call on representatives of other Departmental agencies and offices for such services and participation as may be required. FHA also will be responsible for keeping such agencies informed on a regular basis of relevant matters concerned with this function and responsibility.

PARC COMMITTEE: Farmers Home Administration also will furnish the Department of Agriculture's representative on the interdepartmental Planning Assistance and Requirements Coordinating Committee. This Committee has been established by HUD to promote better integrated and effective methods within the Federal Government of meeting planning requirements connected with Federal aid programs. SCS will furnish the alternate representative. FHA will establish the necessary

arrangements for keeping appropriate agencies of the Department informed concerning the work of this Committee and of submitting to them for review recommendations developed by the Committee which affect the operations of their agencies. Department agencies will furnish information and guidance to the Department representatives and participate in the work of the PARC Committee as required.

FIELD RESPONSIBILITIES OF DEPARTMENT AGENCIES: Through Technical Action Panels (TAPs) at both the local and state level, the Department will coordinate its field services in support of district planning programs and provide a source of information and technical expertise for community leaders. District TAPs will be formed in all districts where comprehensive planning and development programs have been established and are operating, including districts established by the Appalachian Regional Development Act of 1965 and the Public Works and Economic Development Act of 1965, to provide a district planning staff-USDA agency relationship for purposes of assuring that Departmental services effectively support the district planning effort. Department personnel will be responsible for assisting state and local agencies in organizing district programs, making application for aid, and providing technical assistance in relevant aspects of the work of the district planning agency.

Within a nonmetropolitan district for which a planning agency has been established, representatives of the Department, on a continuing basis, will inform the planning agency about Department programs and plans and will solicit the agency's advice on short and long term needs within the area that might be met through such programs. Department representatives will take positive steps to relate their work and their objectives to the programs and activities of other public agencies operating in the area of the district and to the general objectives for development as set forth in plans of district planning agencies.

In carrying out these responsibilities, the following agencies and offices of the Department will perform the specific functions described:

Farmers Home Administration: Will have primary responsibility for providing technical assistance to state and district planning agencies in program organization and development; administering the grant application review procedure; coordinating Department-wide support through district TAPs; and advising district agencies about agricultural development, housing, community facilities, and similar capital improvement planning and financing.

Federal Extension Service: Will have responsibility for working with State Extension Services to encourage cooperation and assistance in stimulating citizen participation in local planning programs, providing information on development to district planning agencies and local governments, and conducting educational programs with groups within planning districts to help them understand the objectives of the planning body and consider alternatives for development.

Soil Conservation Service: Will make available technical assistance to state and district planning agencies in connection with such activities as natural resource inventories, formulation and consideration of natural resource development alternatives, open space and outdoor recreation planning, land use planning, river basin and watershed planning and development, soil surveys and interpretation thereof, and other natural resource considerations.

Forest Service: Directly and through cooperating state forestry agencies, will assist district planning agencies with forest resource inventories, provide data on forest utilization in the area, analysis of forest resource development alternatives and multiple use plans, and assist in planning for open space and forest-based recreation, environment and natural beauty, and other natural resource considerations.

Economic Research Service: Will provide Department agencies having operating responsibilities in the program and other Federal and state agencies with essential data and analysis as a guide in delineating nonmetropolitan districts, determining the potential of established districts, evaluating program operations, analyzing available data and supplying research aids for individual district programs, and taking the lead in gaining the awareness and contribution of the research community for area-wide planning programs.

Orville L. Freeman

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Economic Research Service: Will provide Department agencies having operating responsibilities in the program and other Federal and state agencies with essential data and analysis as a guide in delineating economic districts, determining the potential of established districts, evaluating program operations, analyzing available data and supplying research aids for individual district programs, and taking the lead in gaining the awareness and contribution of the research community for area-wide planning programs.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

December 1 1970

SECRETARY'S MEMORANDUM NO. 1643 (REVISED)

Department Support of Comprehensive Planning
in Nonmetropolitan Districts

OFFICIAL
SECRETARY'S FILES
- - -
FILED
SECY'S RECORDS & COMM. DIV.

PURPOSE: The purpose of this memorandum is to provide guidance to State Rural Development Committees in carrying out responsibilities assigned to the Secretary of Agriculture by section 701 of the Housing Act of 1954, as amended, with respect to comprehensive planning.

BACKGROUND: Section 701 authorizes the Secretary of Housing and Urban Development to make grants to State planning and other designated agencies for comprehensive planning programs in nonmetropolitan districts. The Secretary of Agriculture is to be consulted prior to approval of a planning grant for a district and is also authorized to provide technical assistance in connection with the establishment and operation of programs for districts.

Section 701 expresses Congressional intent that comprehensive planning be used by States and localities as a positive means of correcting the "lack of coordinated development of resources and services in rural areas" and "to establish and improve planning staffs and techniques on an areawide basis."

In FY 1970 the Department of Housing and Urban Development funded approximately 100 districts, including Economic Development Districts, in 31 States.

The Departments of Agriculture and Housing and Urban Development have now entered into an agreement to further encourage and assist in the establishment of comprehensive planning programs for nonmetropolitan districts. This agreement, a copy of which is attached, implements responsibilities of the two Departments under section 701. It recognizes the importance of planning and development programs for rural areas that transcend county and municipal boundaries, thereby permitting economies of scale in the use of resources and more effective development of functional programs that cross jurisdictional lines, such as natural resource development, housing development and intergovernmental relations.

POLICY: The responsibilities and authorities assigned to the Secretary of Agriculture by section 701 are delegated to State Rural Development Committees which have Departmental agency representation thereon. The State Committee will assist designated State and local officials in establishing and operating district planning programs within the

RURAL URBAN DEVELOPMENT 1

framework of State districting policy. The Committee also will assure adequate liaison with the agency or agencies of State government which administer the Statewide program of comprehensive planning and provide financial assistance to districts and smaller communities in the State under the Comprehensive Planning Assistance Program. (A list of these agencies is attached.)

IMPLEMENTATION: The Chairman of the State Rural Development Committee should consult with the State official or officials responsible for administering the Comprehensive Planning Assistance Program in the State to develop a suitable procedure for carrying out these policies and functions. It is recommended that these officials or their representatives be invited to become members of the State Rural Development Committee for the specific purpose of (1) consulting with and keeping the members informed concerning the designation, funding and establishment of district planning programs in the State, (2) obtaining the Committee's recommendations, proposals and views concerning district programming and (3) soliciting and recommending specific actions of Department agencies and the Cooperative Extension Service to assist in implementing the State's program. Where it is not practical for the responsible State officials to become members of the Committee, other means should be devised to carry out the policies here set forth.

The basic objective of these arrangements is to assure that State and local officials receive appropriate help from Department of Agriculture agencies and Land Grant Institutions in the establishment and operation of nonmetropolitan district programs and to provide for advice and counsel in connection with applications to HUD for financial assistance for district planning agencies.

Methods of carrying out these policies need to be flexible and adapted to conditions in each State. In devising programs and support activities, Departmental personnel need to be guided by the plans and objectives of the State agency or agencies responsible for administering the Statewide and local planning assistance program.

Secretary's Memorandum No. 1643, dated January 14, 1969, is hereby superseded.

J. Phil Campbell

J. Phil Campbell
Acting Secretary

SECRETARY'S MEMORANDUM NO. 1643 (REVISED)
Attachment 1

STATE AGENCIES DESIGNATED FOR ADMINISTRATION OF HUD COMPREHENSIVE PLANNING ASSISTANCE PROGRAM

STATE	STATE PLANNING AGENCIES	STATE AGENCIES ADMINISTERING LOCAL PROGRAMS
Alabama	John Mitchell, Jr. Executive Director Alabama State Planning and Industrial Development Board State Office Building 501 Dexter Avenue Montgomery, Alabama 36104 205-265-2341 Ext. 3172	Same as State Planning Agency
Alaska	Arthur H. Hartenberger Division of Planning and Research Office of the Governor Pouch AD, State Capitol Juneau, Alaska 206-586-5386	Jay Mueller State Housing Authority Box 179 Anchorage, Alaska 206-272-1471
Arizona	Robert Worden Department of Economic Planning and Development 3003 North Central Avenue Suite 1704 Phoenix, Arizona 85012 602-271-5371	W. D. Kelly Urban Planning Program Bureau of Economic and Business Research University of Arizona Tucson, Arizona 602-884-1640
Arkansas	Frank Patalano Executive Director Planning Commission Game and Fish Building Capitol Mall Little Rock, Arkansas 72201 501-371-1211	Professor William Bonner Head, City Planning Division University of Arkansas 346 Northwest Avenue Fayetteville, Arkansas 72701 501-575-3459
California	Samuel J. Cullers Acting State Planning Officer State Office of Planning Lt. Governor's Office 1400 10th Street Sacramento, California 95814 916-445-4831	Frank D. Fargo Executive Secretary Council on Intergovernmental Relations 1400 10th Street Sacramento, California 95814 916-445-7866

STATE	STATE PLANNING AGENCIES	STATE AGENCIES ADMINISTERING LOCAL PROGRAMS
Colorado	Director of Planning State Planning Office 700 State Capitol Annex Denver, Colorado 80203 303-892-2178	Same as State Planning Agency
Connecticut	Harace H. Brown Director of Planning Department of Finance and Control 340 Capitol Avenue Hartford, Connecticut 06105 203-527-6341	LeRoy Jones Commissioner Department of Community Affairs Post Office Box 786 1179 Main Street Hartford, Connecticut 06101 203-524-8841 Ext. 55 Contact Person: Philip Forzley Administrator Supporting Programs 203-524-8841 Ext. 55
Delaware	David R. Kiefer State Planning Office Thomas Collins Building 530 South Dupont Highway, Route 13 Dover, Delaware 19901 302-736-1216	Same as State Planning Agency
Florida	Homer E. Still, Jr. Director Bureau of Planning Department of Administration 725 Bronough Street Tallahassee, Florida 32304 904-224-3117	Harry Schmertmann Planning Manager Division of Technical Assistance Department of Community Affairs 107 West Gaines Street Tallahassee, Florida 32301 904-224-1215 Ext. 346
Georgia	H. Oliver Welch State Planning and Community Affairs Officer State Planning and Community Affairs Office Room 611 270 Washington Street, S. W. Atlanta, Georgia 30334 404-524-6941	Same as State Planning Agency
Hawaii	Dr. Shelley M. Mark Director, Department of Planning and Economic Development 426 Queen Street Post Office Box 2359 Honolulu, Hawaii 96804 (6-0220). 531-6251	Same as State Planning Agency

STATE	STATE PLANNING AGENCIES	STATE AGENCIES ADMINISTERING LOCAL PROGRAMS
Idaho	H. L. Derrick State Planning Director State Planning and Community Affairs Agency State Capitol Boise, Idaho 208-384-2287	Same as State Planning Agency
Illinois	Raymond C. Dickerson Director, State of Illinois Department of Business and Economic Development 222 South College Street Springfield, Illinois 62706 217-525-7146	Same as State Planning Agency
Indiana	Theodore W. Schulenberg Director of Planning State of Indiana Department of Commerce 332 State House Indianapolis, Indiana 46204	
Iowa	Leroy H. Petersen, Director State Planning and Programming State of Iowa State Capitol, Box 142 Des Moines, Iowa 50319 515-281-5974	William M. McLaughlin Director, Iowa Development Commission 250 Jewett Building Des Moines, Iowa 50309 515-282-0231
Kansas	John Hallegan Director, Planning Division Department of Economic Development State Office Building Topeka, Kansas 66612 913-296-3481	Same as State Planning Agency
Kentucky	Thomas H. Heilbron Director, Division of Planning Kentucky Program Development Office Bush Building Frankfort, Kentucky 40601 502-564-3840	Same as State Planning Agency

STATE	STATE PLANNING AGENCIES	STATE AGENCIES ADMINISTERING LOCAL PROGRAMS
Louisiana	Gerald J. McLindon Director of Planning State of Louisiana Governor's Office State Capitol Post Office Box 3674 Baton Rouge, Louisiana 70821	G. R. Dyson Chief, Planning, Reports and Research Department of Public Works Box 4455, Capitol Station Baton Rouge, Louisiana 70804
Maine	Philip M. Savage Director of State Planning State Planning Office 189 State Street Augusta, Maine 04330 207-289-3261	Franklin A. Milliken Director of Regional Local Planning State Planning Office Augusta, Maine 04330 207-289-3263
Maryland	Vladimir Wahbe Secretary, State Planning Department State Office Building 301 West Preston Street Baltimore, Maryland 21201 301-837-9000	Same as State Planning Agency
Massachusetts	Dr. Robert Marden Director, Office of Planning and Program Coordination Executive Office for Administration and Finance 100 Cambridge Street Boston, Massachusetts 02202 617-727-5066	Leon Charkoudian Commissioner Department of Community Affairs 100 Cambridge Street Boston, Massachusetts 02202 617-727-3236
Michigan	Gaylord Yund State Planning Division Office of Planning and Coordination Bureau of Planning and Program Development Office of the Governor Lansing, Michigan 48913	Richard E. Whitmere Director, State of Michigan Department of Commerce 7 Story Building Lansing, Michigan 48913 517-373-3540
Minnesota	Director, State Planning Agency State of Minnesota 550 Cedar Avenue St. Paul, Minnesota 55101 612-221-6662	Same as State Planning Agency

STATE	STATE PLANNING AGENCIES	STATE AGENCIES ADMINISTERING LOCAL PROGRAMS
New Jersey	Sidney L. Willis Director, Division of State and Regional Planning Department of Community Affairs 363 West State Street Post Office Box 1978 Trenton, New Jersey 08625 609-292-6420	Same as State Planning Agency
New Mexico	Elie Gutierrez State Planning Officer State Planning Office Suite 403, New Capitol Building Santa Fe, New Mexico 87501 505-827-2316	Same as State Planning Agency
New York	D. David Brandon Director, Office of Planning Coordination 488 Broadway Albany, New York 12207 518-474-7955 Contact Person: Robert Horn Chief, Bureau of Comprehensive Planning 518-474-2629	Richard A. Persico Assistant Director and Counsel Bureau of Planning Administration Office of Planning Coordination 488 Broadway Albany, New York 12207 518-474-2294 Contact Person: Darwin H. S. Field
North Carolina	Dr. W. L. Turner Director, North Carolina Department of Administration Post Office Box 1351 Raleigh, North Carolina 27601 919-829-7232 ATTN: John Hampton	George J. Monaghan Administrator, Division of Community Planning North Carolina Department of Local Affairs Post Office Box 1991 Raleigh, North Carolina 27602 919-829-7812
North Dakota	Keith Burkholder Director, North Dakota State Planning Agency State Capitol, Fourth Floor Bismarck, North Dakota 58501 701-224-2810	
Ohio	Paul E. Baldridge Director, State of Ohio Department of Development Box 1001 65 South Front Street Columbus, Ohio 43215 614-469-3258	Same as State Planning Agency

STATE	STATE PLANNING AGENCIES	STATE AGENCIES ADMINISTERING LOCAL PROGRAMS
Oklahoma	R. Hunter Kemmet Director of Planning and Research State Planning Agency Box 53276, Capitol Station Oklahoma City, Oklahoma	Robert H. Breeden Executive Director Industrial Development and Park Department State Planning Agency Post Office Box 53276 Capitol Station Oklahoma City, Oklahoma
Oregon	Robert K. Logan Administrator, Local Government Relations Division Office of the Governor State Capitol Salem, Oregon 97310 503-364-1970	Kenneth Tollenaar Bureau of Governmental Research and Service Post Office Box 3177 Eugene, Oregon 503-342-1411
Pennsylvania	Irving Hand Executive Director State Planning Board Box 191 Room 503 Finance Building Harrisburg, Pennsylvania 17120 717-787-2086	Honorable Joseph W. Barr, Jr. Secretary, Department of Community Affairs Harrisburg, Pennsylvania 17120 717-787-7160
Rhode Island	Daniel W. Varin Chief, Statewide Planning State of Rhode Island and Providence Plantations Room 124, State House Providence, Rhode Island 02903 401-521-7100 Ext. 656	Frederick Williamson Director, Department of Community Affairs 289 Promenade Street Providence, Rhode Island 02903 401-521-7100 Ext. 656 Contact Person: William Sutton Supervisor, Community Services Division 401-521-7100 Ext. 618
South Carolina	Robert L. Alexander, Director State Planning and Grants Division 915 Main Street Columbia, South Carolina 29202 803-758-2946 ATTN: William A. McInnis	Frederick K. Bell Administrator, Community Planning Division State Planning and Grant Division 915 Main Street Columbia, South Carolina 29202 803-758-3307

STATE	STATE PLANNING AGENCIES	STATE AGENCIES ADMINISTERING LOCAL PROGRAMS
South Dakota	Clell D. Elwood Director, State Planning Agency State of South Dakota State Capitol Building Pierre, South Dakota 57501 605-224-3441	Same as State Planning Agency
Tennessee	Harold V. Miller Executive Director, Tennessee State Planning Commission 208 Central Services Building Room C-2 Nashville, Tennessee 37219 615-741-2166	Same as State Planning Agency
Texas	Dan S. Petty Director of Division of Planning Coordination Office of the Governor Post Office Box "P" Capitol Station Austin, Texas 78711 512-475-3021	Fritz Lanham Director, Division of State-Local Relations Office of the Governor Post Office Box "P" Capitol Station Austin, Texas 78711 512-475-3021
Utah	Kenneth C. Olson State Planning Coordinator Office of the Governor State Capitol Salt Lake City, Utah 84114 801-328-5347	Same as State Planning Agency
Vermont	Bernard and Johnson Acting Director Planning Commission Service Agency State Office Building State Street Montpelier, Vermont 05602 802-223-2311 Ext. 354	Same as State Planning Agency
Virginia	Charles Greaves Director, Division of Planning and Community Affairs Office of the Governor 1010 James Madison Building 109 Governor Street Richmond, Virginia 23219 703-770-3781	Same as State Planning Agency

STATE	STATE PLANNING AGENCIES	STATE AGENCIES ADMINISTERING LOCAL PROGRAMS
Washington	Dr. Richard Slavin Planning and Community Affairs Agency 1306 Capitol Way Olympia, Washington 206-753-5623	Same as State Planning Agency
Wisconsin	Wayne F. McGown Secretary, Bureau of State Planning Department of Administration State Office Building 1 West Wilson Street Madison, Wisconsin 53702 608-226-2440	Alvin S. Karetski Director, Office of Local and Regional Planning Department of Local Affairs and Development State of Wisconsin 123 West Washington Street Madison, Wisconsin 53702 608-266-1916
West Virginia	Robert Crawford Director, Federal-State Relations Office of the Governor State Capitol Charleston, West Virginia 25305 304-345-2200 Contact Person: Fred D. Stottlemyer Director, State Planning Office 1703 Washington Street, East Charleston, West Virginia 25305 304-345-4010	Ralph L. Hottel Director, Planning and Research Division West Virginia Department of Commerce 1703 Washington Street, East Charleston, West Virginia 25305 304-345-2246
Wyoming	J. D. Brunk Executive Director Department of Economic Planning and Development 210 West 23rd Street Cheyenne, Wyoming 82001 307-777-7284	Same as State Planning Agency
Guam	Harry Sickler Chief of Land Planning Land Management Government of Guam Agona, Guam 96910	

SECRETARY'S MEMORANDUM NO. 1643 (REVISED)
Attachment 2

MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENTS OF AGRICULTURE AND HOUSING AND URBAN DEVELOPMENT IN ASSISTANCE FURNISHED TO DISTRICT PLANNING AGENCIES

Statement of Intent

The purpose of this memorandum is to assure effective implementation of the provisions of Section 601 of Title VI of the Housing and Urban Development Act of 1968 (40 U.S.C. 461) pertaining to the establishment and funding of comprehensive planning programs for districts as defined in the Act. Comprehensive planning as authorized in the Act includes a wide variety of services, technical aids and activities that can assist local public and private institutions in the district area and contribute to economic development and the provision of essential community needs, such as housing, transportation systems and community water and waste disposal facilities. A district is defined in the Act as all or part of the area of jurisdiction of one or more counties and one or more other units of general local government, but does not include any portion of a metropolitan area.

It is recognized that a principal objective of Congress in the Act was to assist State and local governments in solving planning problems that result from the lack of coordinated development of resources and services in rural areas and to facilitate comprehensive planning for rural development.

The signatory Departments further recognize that district planning agencies can provide technical, planning and development services on

a continuing basis for small municipalities and counties in rural areas that would not otherwise have the resources to obtain such services. The signatory Departments also recognize that the availability of planning, technical and other services provided by an adequately staffed agency under the direction of local officials and citizen leaders is essential to the organization and effective operation of an areawide planning and development program.

Present Status of Funding

The Department of Housing and Urban Development in FY 1969 began making grants for planning districts (including Economic Development Districts). Grants were made in the amount of $977,732 to a total of 35 districts in 17 States. In FY 1970 the signatory Departments have further extended their commitment to supporting district planning agencies. As a direct result of this commitment, an estimated 70 districts will be assisted with total grants of approximately $1.9 million. The number of districts to be funded in FY 1970 represents a 100 percent increase over the FY 1969 level. This increase will be accomplished largely because of the signatory Departments' commitment to the concept of district planning and development and encouragement given the States to utilize the district approach to planning and development in rural areas.

Forward Programming

The Department of Housing and Urban Development budget request for FY 1971 includes $3.0 million for funding of district planning programs,

including those for Economic Development Districts. It is anticipated that about 125 district programs will receive funding at this level. In addition, the signatory Departments hereby commit themselves to encouraging States to assist district planning agencies in gaining effective use of additional monies through contractual arrangements with the localities and counties included therein. Under such arrangements, funds available for comprehensive planning in small municipalities and counties would be made available to district agencies to perform planning services. It is the objective of the two Departments to thereby increase by approximately 100 percent amounts proposed in the FY 1971 budget for support of district planning and development agencies (from $3.0 million budgeted amount to approximately $7.0 million effective funding of district agencies, including local planning contract services.)

Administrative Devices for Implementation

The Act directs the Secretary of Housing and Urban Development to consult with the Secretary of Agriculture prior to the former's approval of any planning grants for districts. In addition, the statute authorizes the Secretary of Agriculture to provide technical assistance in connection with the establishment of districts and the carrying out of planning by such districts. Secretary of Agriculture's Memorandum No. 1667, November 7, 1969, directs the establishment in each State of Rural Development Committees to include representatives of the Forest Service, Soil Conservation Service, Farmers Home Administration, Rural Electrification Administration, and State

Cooperative Extension Service. These Committees have as a principal function support for and coordination with comprehensive planning and development efforts of State and local agencies, organizations and citizen leaders.

The signatory Departments agree that State Rural Development Committees will serve as the vehicle for coordinating such assistance as the Department of Agriculture and its related State agencies may provide in connection with establishment and support of planning districts and the carrying out of planning programs by district agencies. Rural Development Committees also will provide the principal means for Department of Agriculture consultation in connection with approval of and financial assistance for districts. To enable State Rural Development Committees to effectively carry out these responsibilities, representatives of State agencies responsible for or assisting in the designation and operation of district planning agency programs will be invited to participate in the work of the Committees and their subcommittees, as appropriate.

The signatory Departments further agree to establishing a working committee on planning district assistance and support to implement policies and programs set forth herein and resolve any operational issues or problems that may arise.

/s/ Richard C. Van Dusen

for the
Department of Housing and
Urban Development

6/30/70
Date

/s/ Clifford M. Hardin

for the
Department of Agriculture

May 18, 1970
Date

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

SECRETARY'S MEMORANDUM NO. 1644

January 24 1969

Designation of Authority to Perform Functions of the Administrator, REA

I am designating Everett C. Weitzell to perform all of the functions heretofore delegated to the Administrator, Rural Electrification Administration, effective January 24, 1969. Mr. Weitzell will continue to perform these functions until the confirmation of the new Administrator by the Senate.

Clifford M. Hardin

ORGANIZATION 1 (REA)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

SECRETARY'S MEMORANDUM NO. 1664

January 24, 1989

Designation of Authority to Perform Functions
of the Administrator, REA

I am designating Everett G. Wetterau to perform all of the functions heretofore delegated to the Administrator, Rural Electrification Administration, effective January 24, 1989. Mr. Wetterau will continue to perform these functions until the confirmation of the new Administrator by the Senate.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

January 27 1969

SECRETARY'S MEMORANDUM NO. 1645

Designation of Acting Administrator, C&MS

I am designating Roy W. Lennartson as Acting Administrator, Consumer and Marketing Service, effective immediately.

J. Phil Campbell

Phil Campbell
Under Secretary

ORGANIZATION 1 (C&MS)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

January 27, 1995

SECRETARY'S MEMORANDUM NO. [illegible]

Designation of Acting Administrator, CSRS

I am designating Roy W. Lenarchon as Acting Administrator, Consumer and Marketing Service, effective immediately.

[signature]
Mike Espy
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

January 31 1969

SECRETARY'S MEMORANDUM NO. 1646

Designation of Authority to Perform Functions of the Administrator, FHA

I am designating James V. Smith to perform all of the functions heretofore delegated to the Administrator, Farmers Home Administration, effective immediately. Mr. Smith will continue to perform these functions until the confirmation of the new Administrator by the Senate.

Clifford M. Hardin

Secretary of Agriculture

ORGANIZATION / (7442)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

January 31 1969

SECRETARY'S MEMORANDUM NO. 1646

Designation of Authority to Perform Functions
of the Administrator, FHA

I am designating Jason V. Smith to perform all of the functions heretofore delegated to the Administrator, Farmers Home Administration, effective immediately. Mr. Smith will continue to perform these functions until the confirmation of the new Administrator by the Senate.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

February 11 1969

SECRETARY'S MEMORANDUM NO. 1647

Supplemental Use of Exhibits and Displays

1. PURPOSE. This memorandum establishes Departmental responsibility for implementation of Executive Order 11440, providing for the "Supplemental Use of Exhibits and Displays Created in Furtherance of Authorized Programs of Executive Departments and Agencies." (Copy attached.)

2. BACKGROUND. Executive Order 11440 assigns certain responsibilities relating to the preparation and preservation of exhibits and displays to the heads of Federal departments and agencies and to the Administrator of General Services Administration. The Administrator of GSA has issued GSA Bulletin FPMR B-18, which has been sent by the Office of Plant and Operations to Federal Property Management Regulation holders in USDA agencies.

3. ASSIGNMENT OF RESPONSIBILITIES. The Director of Information is designated as the Department's liaison with the General Services Administration for carrying out provisions of Executive Order 11440. Agencies of the Department will cooperate with the Director of Information in furnishing any information he requires.

Attachment

Joseph M. Robertson
Assistant Secretary for Administration

ORGANIZATION / (Information)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

February 11, 1965

SECRETARY'S MEMORANDUM NO. 1956

Supplemental Use of Exhibits and Displays

1. PURPOSE. This memorandum establishes Departmental responsibility for implementation of Executive Order 11440, providing for the "Supplemental Use of Exhibits and Displays Created in Furtherance of Authorized Programs of Executive Departments and Agencies." (Copy attached.)

2. BACKGROUND. Executive Order 11440 assigns certain responsibilities relating to the preparation and preservation of exhibits and displays to the heads of Federal departments and agencies and to the Administrator of General Services Administration. The Administrator of GSA has issued GSA Bulletin FPMR B-18, which has been sent by the Office of Plant and Operations to Federal Property Management Regulation holders in USDA agencies.

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Attachment

Joseph M. Robertson
Assistant Secretary for Administration

Executive Order 11440

PROVIDING FOR THE SUPPLEMENTAL USE OF EXHIBITS AND DISPLAYS CREATED IN FURTHERANCE OF AUTHORIZED PROGRAMS OF EXECUTIVE DEPARTMENTS AND AGENCIES

WHEREAS the executive departments and agencies of the Government, in discharging their various responsibilities, create a large volume of materials (including books, correspondence, documents, papers, pamphlets, works of art, models, pictures, photographs, plats, maps, films, motion pictures, sound recordings, and other objects of historical or commemorative value) which from time to time are incorporated into or reproduced for use in exhibits or other types of visual displays needed for use in carrying out their programs; and

WHEREAS under Chapter 21 of Title 44, United States Code, the Administrator of General Services is authorized to accept for deposit in the National Archives of the United States the records of any Federal agency or of the Congress of the United States that are determined by the Archivist to have sufficient historical or other value to warrant their continued preservation by the United States Government, as well as the papers and other historical materials of any official or former official of the Government, and to make provisions for the exhibition of materials transferred to him; and

WHEREAS many of the exhibits and displays so prepared, produced, or otherwise created by the executive departments and agencies possess historical significance which warrants their preservation and exhibition as part of the archival and cultural heritage of the United States:

NOW, THEREFORE, by virtue of the authority vested in me as President of the United States, it is hereby ordered as follows:

SECTION 1. The heads of all executive departments and agencies are directed—

(a) when initiating plans for the preparation, production, or other creation of exhibits and displays in furtherance of their program missions, to confer with the Administrator of General Services, or his designee, for the purpose of assuring that any such exhibits or displays which the Administrator finds appropriate for supplemental exhibition as part of the archival and cultural heritage of the United States are prepared, produced, or otherwise created in a manner which assures, to the maximum possible extent, their appropriateness, after they have served their primary program purpose, for such supplemental exhibition, and

(b) to transfer to the Administrator, without reimbursement, such exhibits or displays as he determines are appropriate for such supplemental exhibition after they have served their primary program purpose, subject to such conditions requiring return to the department or agency of all or any of the materials incorporated in the exhibits or displays as may be mutually agreeable.

SEC. 2. The Administrator of General Services is directed to—

(a) provide advice, counsel, and assistance to the heads of executive departments and agencies in the preparation, production, or other creation of exhibits and displays which he finds will have future value for exhibition as part of the archival and cultural heritage of the United States; and

(b) accept any such exhibit or display when it has served its primary program purpose and (1) arrange for its supplemental exhibition as appropriate, (2) preserve any such exhibit or display which possesses sufficient historical or other value to warrant continued preservation, or (3) dispose of any such exhibit or display when, in his judgment, the reasons for its continued preservation or exhibition cease to exist, all subject to the conditions agreed upon incident to transfer to the Administrator of General Services of the exhibit or display.

Lyndon B. Johnson

THE WHITE HOUSE,
December 11, 1968.

Received 2-25-69 - 11:00 am
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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

February 20, 1969

SECRETARY'S MEMORANDUM NO. 1648

Proposed Reorganization of General Sales and International Development Activities

1. PURPOSE. The Department is concerned with expanding exports of agricultural commodities and with participation in international agricultural development work. It is well understood that the potential for abundant agricultural production in the United States should have adequate outlets for exports to other nations. It is also true that aside from the humanitarian values involved in assisting less developed nations, such aid helps them become economically viable nations and potential buyers of our commodities.

2. FUNCTIONS SHIFTED BETWEEN AGENCIES. In order to provide a balanced recognition of the principles expounded above, certain reorganizations are needed. To furnish a strong attention to government programs provided to assist exports of agricultural commodities, it is proposed to create an Export Marketing Service, under the supervision of a General Sales Manager, reporting to the Secretary through the Assistant Secretary for International Affairs and Commodity Programs. To provide a close coordination with other Federal agencies concerned with foreign aid and foreign policy, it is proposed to move the functions of the International Agricultural Development Service into the Foreign Agricultural Service. The Foreign Agricultural Service will be the USDA agency primarily concerned with coordination of foreign policy, foreign aid and other government-to-government issues. The Foreign Agricultural Service will also report to the Secretary through the Assistant Secretary for International Affairs and Commodity Programs.

The Department proposes to transfer to the new Export Marketing Service the following functions and delegations of authority:

From the Foreign Agricultural Service - all of the functions administered by the General Sales Manager, The Barter and Stockpiling Manager, The Program Operations Division, and The Ocean Transportation Division; from the Agricultural Stabilization and Conservation Service - all of the functions administered by the Wheat Subsidy and Market Branch of the Commodity Operations Division.

ORGANIZATION

The Department proposes to transfer to the Foreign Agricultural Service all of the functions and delegations of authority administered by the International Agricultural Development Service.

3. INCIDENTAL TRANSFERS. The Assistant Secretary for Administration will approve such transfers of funds, records, property, space, and personnel as are involved in the organizational assignments made in this Memorandum.

4. MANAGEMENT SUPPORT ACTIVITIES. The Foreign Agricultural Service will continue to provide for the Export Marketing Service such accounting, budget, personnel, and other administrative services as are required by the new agency. Also the ASCS will continue to perform accounting and contract administration services previously furnished these functions.

5. PUBLIC NOTICE. In accordance with Reorganization Plan No. 2 of 1953, which became effective June 4, 1953, under terms of the Reorganization Act of 1949, as amended (5 U.S.C. 901), the Department is giving advance public notice of delegation of functions proposed to be made and will afford interested persons and groups opportunity to place before the Department their views with respect to the organization adjustments to be made. In order to be considered, comments must be received by March 14, 1969.

Clifford M. Hardin

Clifford M. Hardin
Secretary Agriculture

DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

March 28 1969

SECRETARY'S MEMORANDUM NO. 1648, SUPPLEMENT 1

Establishment of Export Marketing Service, Reorganization of Foreign Agricultural Service and Transfer of Functions

1. FUNCTIONS TRANSFERRED. Secretary's Memorandum No. 1648, of February 20, 1969, announced a proposal to transfer from the Foreign Agricultural Service all of the functions administered by the General Sales Manager, the Barter and Stockpiling Manager, the Program Operations Division, and the Ocean Transportation Division; from the Agricultural Stabilization and Conservation Service all of the functions administered by the Wheat Subsidy and Market Branch of the Commodity Operations Division, and establish separately an Export Marketing Service to administer these functions. Secretary's Memorandum No. 1648 also proposed to transfer to the Foreign Agricultural Service all of the functions and delegations of authority administered by the International Agricultural Development Service. The Department at that time gave public notice of the proposed action and invited comments from interested persons and groups. Response has been favorable.

Effective March 28 1969, I am establishing the Export Marketing Service under the direction of Clifford G. Pulvermacher as General Sales Manager, who will report to me through the Assistant Secretary for International Affairs and Commodity Programs. Also, effective March 28 1969, the functions and delegations of authority administered by the International Agricultural Development Service are hereby transferred to the Foreign Agricultural Service.

2. MANAGEMENT SUPPORT ACTIVITIES. The Secretary's Memorandum No. 1648 of February 20, 1969, is hereby amended to provide that the Export Marketing Service shall be serviced on all management support activities by the Agricultural Stabilization and Conservation Service. This will enable straight-line administration and reporting on all fiscal, accounting and budget functions related to both program and administrative matters. Personnel and other administrative services will be provided the Export Marketing Service by the Agricultural Stabilization and Conservation Service consistent with this alignment. This will necessitate transfer of funds, records, property, space and personnel as appropriate for these activities from the Foreign Agricultural Service to the Agricultural Stabilization and Conservation Service.

The Export Marketing Service will initiate information releases related to program activities carried out by it. Supporting services for the preparation and issuance of such releases shall be provided by the Foreign Agricultural Service on agricultural exports under Public Law 480, and the Agricultural Stabilization and Conservation Service on agricultural exports under all other authorities.

ORGANIZATION 1 (Export Marketing Service)

DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C. 20250

SECRETARY'S MEMORANDUM NO. 1648, SUPPLEMENT 1

Establishment of Export Marketing Service, Reorganization of Foreign Agricultural Service and Transfer of Functions

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2. MANAGEMENT SUPPORT ACTIVITIES. The Secretary's Memorandum No. 1648 of February 20, 1969, is hereby amended to provide that the Export Marketing Service shall be serviced on all management support activities by the Agricultural Stabilization and Conservation Service. This will enable straight-line administration and reporting on all fiscal, accounting and budget functions related to both program and administrative matters. Personnel and other administrative services will be provided the Export Marketing Service by the Agricultural Stabilization and Conservation Service consistent with this alignment. This will necessitate transfer of funds, records, property, space and personnel as appropriate for these activities from the Foreign Agricultural Service to the Agricultural Stabilization and Conservation Service.

The Export Marketing Service will initiate information releases related to program activities carried out by it. Supporting services for the preparation and issuance of such releases shall be provided by the Foreign Agricultural Service on agricultural exports under Public Law 480, and the Agricultural Stabilization and Conservation Service on agricultural exports under all other authorities.

ORGANIZATION [Export Marketing Service]

3. INCIDENTAL TRANSFERS. The Assistant Secretary for Administration will approve such transfers of funds, records, property, space, and personnel as are involved in the organizational assignments made in this Memorandum.

Approved: March 20 1969

Clifford M. Hardin

Secretary of Agriculture

Clifford M. Hardin

Mar. 20, 1969

Date

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

November 8 1969

SECRETARY'S MEMORANDUM NO. 1648, SUPPLEMENT 2

Further Implementation of Reorganization of Department with Respect to Activities Relating to Export Sales and International Development

1. BACKGROUND STATEMENT. Secretary's Memorandum No. 1648, Supplement 1, dated March 28, 1969, put into effect the announced proposal in Secretary's Memorandum No. 1648, dated February 20, 1969, to reorganize the Department with respect to programs assisting exports of agricultural commodities and activities involving international development, by establishing the Export Marketing Service and transferring to it certain of the functions of the Foreign Agricultural Service and the Agricultural Stabilization and Conservation Service related to export sales of agricultural commodities. In order to further implement the purpose of the reorganization, it will be necessary to transfer to the Export Marketing Service additional functions as well as the personnel, funds, property and space necessary to carry out all of such functions.

2. STATEMENT OF FUNCTIONS TRANSFERRED AND TO BE TRANSFERRED. The following is a statement of all the functions transferred to the Export Marketing Service by Secretary's Memorandum No. 1648, as supplemented, and of the additional functions hereby transferred to the Export Marketing Service:

a. From the Foreign Agricultural Service:

(1) The functions of the General Sales Manager, the Barter and Stockpiling Manager, the Assistant to the Administrator concerning sales program compliance, the Deputy Assistant Administrator for Program Development, the Program Development Division, the Program Operations Division, and the Ocean Transportation Division.

ORGANIZATION 1 (Export Marketing Service

(2) Representation of the Department on the Interagency Staff Committee on P. L. 480, with primary responsibility for carrying out interagency coordination and functions of the Department with respect to P. L. 480 activities and with the General Sales Manager or his designee serving as chairman of the Committee.

(3) Membership on the Secretary's Working Committee within the Department to carry out functions assigned to the Department under P. L. 480, with primary responsibility for the functions of the Committee and with the General Sales Manager or his designee serving as chairman of the Committee.

b. From the Agricultural Stabilization and Conservation Service:

(1) Functions relating to the domestic operations to implement the Wheat Trade Convention of the International Grains Arrangement, including but not limited to fixing export wheat and flour subsidy rates and export wheat marketing certificate costs and otherwise administering the pricing provisions of IGA.

(2) Functions relating to export subsidy programs and programs for the export sale of CCC-owned commodities, except for tobacco, peanuts, tung oil and gum naval stores.

3. MANAGEMENT SUPPORT ACTIVITIES. Secretary's Memorandum No. 1648, Supplement 1, dated March 28, 1969, is hereby amended, with respect to information releases initiated by the Export Marketing Service related to program activities carried out by it, to provide that supporting services for the preparation and issuance of such releases shall be provided by the Agricultural Stabilization and Conservation Service.

4. INCIDENTAL TRANSFERS. The Assistant Secretary for Administration will approve such transfers of funds, records, property, space, and personnel as are involved in the organizational assignments made in this Memorandum.

5. PRIOR MEMORANDA AMENDED. This Memorandum amends Secretary's Memorandum No. 1637, dated July 15, 1968, as specified in

paragraphs 2a(2) and (3) hereinabove. This Memorandum also amends Secretary's Memorandum No. 1624, dated November 6, 1967, as specified in paragraph 2b(1).

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

paragraphs 2a(2) and (3) hereinabove. This Memorandum also amends Secretary's Memorandum No. 1254, dated November 5, 1957, as specified in paragraph 2b(1).

CLIFFORD M. HARDIN
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

February 27, 1969

SECRETARY'S MEMORANDUM NO. 1647

Designation of Assistant Director of Science and Education

As of this date I am asking Dr. T. C. Byerly to fill a new position as Assistant Director of Science and Education. He will give particular attention to Department science activities with other Federal agencies, private institutions, professional societies, and international science organizations; will provide the leadership for technical evaluation of special research projects; and work with Department research and action agencies to insure effective research support for their programs.

Until a permanent replacement has been obtained for Dr. Byerly's former position as Administrator of CSRS, I am asking Dr. Ned D. Bayley to serve as Acting Administrator of CSRS in addition to his regular position of Director of Science and Education.

Clifford M. Hardin

Clifford M. Hardin
Secretary Agriculture

ORGANIZATION (Secy)

Processed For Publication
Secretary's Record & Comm.Div.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

February 28 1969

SECRETARY'S MEMORANDUM NO. 1650

Designation of Acting Administrator, RCDS

I am designating Philip H. Weaver as Acting Administrator, Rural Community Development Service, effective immediately.

Clifford M. Hardin
Secretary Agriculture

ORGANIZATION 1(RCDS)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

SECRETARY'S MEMORANDUM NO. 1(K & S)

Designation of Acting Administrator, RCDS

I am designating Philip H. Weaver as Acting Administrator, Rural Community Development Service, effective immediately.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

MAY 1 1969

SECRETARY'S MEMORANDUM NO. 1651

Order in Which Assistant Secretaries
Shall Serve as Acting Secretary

Pursuant to Executive Order 10481 dated August 15, 1953, (18 F.R. 4944), the Assistant Secretaries in the order named shall perform the duties of the Office of the Secretary in the case of the absence, sickness, resignation or death of both the Secretary of Agriculture and the Under Secretary:

Assistant Secretary for International Affairs and Commodity Programs

Assistant Secretary for Marketing and Consumer Service

Assistant Secretary for Rural Development and Conservation

Memorandum No. 1450, Revised, dated April 21, 1964, is hereby superseded.

Clifford M. Hardin

ORGANIZATION 1/Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

May 2 1969

SECRETARY'S MEMORANDUM NO. 1652

Planning-Programming-Budgeting System

The Director of the Bureau of the Budget has advised that the Bureau's current instructions covering planning-programming-budgeting system requirements (Bulletin No. 68-9) will continue in effect for this year.

To provide for more effective integration of program evaluation and economic analysis at the Department level, I am designating Dr. Don Paarlberg, Director of Agricultural Economics, to be responsible for overall coordination of this function. The Planning, Evaluation, and Programming Staff will hereafter report to Dr. Paarlberg.

The Under Secretary will continue to serve as Chairman of the Program and Budget Review Committee, and that Committee will continue to provide coordinated policy review of program and budget issues. The Planning, Evaluation, and Programming Staff will provide staff assistance to this Committee under Dr. Paarlberg's direction.

The Director of the Bureau of the Budget has also requested an evaluation of the PPBS analytic staffs in the Department by June 1. Dr. Paarlberg, with the assistance of the Planning, Evaluation, and Programming Staff, will conduct this review. Agency heads should be prepared to discuss the current status and expected changes in their staffs, and to indicate any steps needed to improve the quality of program analysis and evaluation.

Clifford M. Hardin
Secretary of Agriculture

ORGANIZATION 4

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

May 2 1969

SECRETARY'S MEMORANDUM NO. 1652

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Orville L. Freeman

Secretary of Agriculture

ORGANIZATION

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MAY 6 1969

SECRETARY'S MEMORANDUM NO. 1653

Federal Field Delegations Review

1. Purpose

This memorandum establishes Department responsibility for undertaking a review of existing patterns of agency field establishments and delegations of authority and a follow-on action program toward greater and more consistent decentralization of all Federal programs.

2. Background

The President's memorandum of March 27, 1969, is reproduced on the reverse hereof. On April 18, 1969, the Director of the Bureau of the Budget established an interagency steering group composed of senior officials from those agencies having a major concern. This steering group has developed a work plan and questionnaire which are being furnished separately to each agency.

3. Assignment of Responsibility

The Assistant Secretary for Administration is designated as the Department representative on the Interagency Steering Group established by the Director of the Bureau of the Budget. He shall guide the Department's review and follow-on action programs. Agencies are responsible for conducting the review and undertaking actions to achieve the objectives set by the President.

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

ORGANIZATION

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

SECRETARY'S MEMORANDUM NO. 1653

Federal Field Reorganization Review

1. Purpose

This memorandum establishes Department responsibility for undertaking a review of existing patterns of agency field establishments and delegations of authority and a follow-on action program toward greater and more consistent decentralization of all Federal programs.

2. Background

The President's memorandum of March 27, 1959, is reproduced on the reverse hereof. On April 13, 1959, the Director of the Bureau of the Budget established an Interagency steering group composed of senior officials from those agencies having a major concern. This steering group has developed a work plan and questionnaire which are being furnished separately to each agency.

3. Assignment of Responsibility

The Assistant Secretary for Administration is designated as the Department representative on the Interagency Steering Group established by the Director of the Bureau of the Budget. He shall guide the Department's review and follow-on action programs. Agencies are responsible for conducting the review and undertaking actions to achieve the objectives set by the President.

Clifford M. Hardin
Secretary of Agriculture

C
O
P
Y

THE WHITE HOUSE

WASHINGTON

March 27, 1969

MEMORANDUM FOR Honorable Clifford Hardin 1/
Secretary of Agriculture

Subject: Federal Field Delegations

I am today instructing the Director of the Bureau of the Budget to undertake with you and other department and agency heads jointly a review of existing patterns of field establishments and delegations of authority, and a follow-on action program toward greater and more consistent decentralization of Federal programs. I believe greater and more uniform decentralization of Federal agencies is essential for streamlining our assistance to States and communities and for improved interagency coordination. In addition, greater decentralization should contribute to closer cooperation and coordination between Federal agencies and State and local governments since decision-making will be closer to the non-Federal agencies directly responsible for delivery of services.

As a part of this program to streamline Federal assistance to States and communities, every step in each process should be examined with a view toward elimination if at all possible. Those which cannot be eliminated should be simplified in any way possible.

It is my desire that each of you work with the Director of the Bureau of the Budget in selecting appropriate senior officials from your agencies to participate in this undertaking. I am asking the Director of the Bureau of the Budget to report back to me and the Urban Affairs Council on progress toward greater decentralization in three months and again in a year.

I am aware that some of you have already begun to take steps toward greater decentralization. These early starts will be very helpful in our efforts to improve the administration of Federal programs.

I regard this undertaking as both urgent and important.

/S/ Richard Nixon

1/ NOTE: Memo also sent to:

Commerce - HEW - HUD - Labor - Transportation - Attorney General - OEO - SBA - & Office of Intergovernmental Relations

THE WHITE HOUSE

WASHINGTON

March 27, 1959

MEMORANDUM FOR Honorable Clifford Hardin 1/
Secretary of Agriculture

Subject: Federal Field Delegations

I am today instructing the Director of the Bureau of the Budget to undertake with you and other department and agency heads jointly a review of existing patterns of field establishments and delegations of authority, and a follow-on action program toward greater and more consistent decentralization of Federal programs. I believe greater and more uniform decentralization of Federal agencies is essential for streamlining our assistance to States and communities and for improved interagency coordination. In addition, greater decentralization should contribute to closer cooperation and coordination between Federal agencies and State and local governments since decision-making will be closer to the non-Federal agencies directly responsible for delivery of services.

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/s/ Richard Nixon

1/ NOTE: Memo also sent to:

Commerce - HEW - HUD - Labor - Transportation - Attorney General - OEO - SBA - & Office of Intergovernmental Relations

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 18 1969

SECRETARY'S MEMORANDUM NO. 1653, SUPPLEMENT 1

Federal Field Review

1. PURPOSE.

This supplement establishes the Department Action Plan for the conduct of its part of the Federal Field Review (formerly entitled Federal Field Delegation Review). Copies of the Action Plan are being provided to each agency headquarters.

2. ACTION PLAN.

The Action Plan includes five Department-wide projects and those current projects reported by agencies, the accomplishment of which will contribute to the objectives sought by the President in this Federal Field Review. This Plan will be amended to include other Departmental and agency projects as the Government-wide program develops.

3. RESPONSIBILITY.

a. Direction.

The planning and direction of this review is assigned to a Departmental Federal Field Review Staff under the direction of T. M. Baldauf, Deputy Director of Plant and Operations.

b. Agency.

Agencies are to undertake or participate in the review in accordance with the Plan. Each agency with field programs shall undertake projects designed to streamline programs. The principal elements to be considered in such projects are stated in the paper entitled "Streamlining Federal Agency Programs," included in the Appendix to the Action Plan. Report projects to be undertaken to the Departmental Federal Field Review Staff. Travel and other expenses of personnel participating in the review will be borne by their agency.

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

ORGANIZATION

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 18 1939

SECRETARY'S MEMORANDUM NO. 1853, SUPPLEMENT 1

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3. RESPONSIBILITY.

a. Direction.

The planning and direction of this review is assigned to a Departmental Federal Field Review Staff under the direction of I. M. Baldau, Deputy Director of Plant and Operations.

b. Agency.

Agencies are to undertake or participate in the review in accordance with the Plan. Each agency with field programs shall undertake projects designed to streamline programs. The principal elements to be considered in such projects are stated in the paper entitled "Streamlining Federal Agency Programs," included in the Appendix to the Action Plan. Report projects to be undertaken to the Departmental Federal Field Review Staff. Travel and other expenses of personnel participating in the review will be borne by their agency.

Clifford M. Hardin
Secretary of Agriculture

ORGANIZATION

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

October 1 1 1969

SECRETARY'S MEMORANDUM NO. 1653, SUPPLEMENT 2

Federal Assistance Review

1. PURPOSE. Secretary's Memorandum No. 1653 and Supplement 1 provides for agency participation in the Federal Assistance Review (formerly entitled Federal Field Review) program. A USDA Action Plan for the conduct of our part of this Review has been promulgated and supplied to each agency headquarters. This supplement is to emphasize the continuing deep interest of President Nixon and me in this program.

2. AGENCY RESPONSIBILITY. The President's Memorandum of August 4 is reproduced on the reverse side of this Supplement. We are committed to a major effort in this Department to meet the objectives sought by the President. As he directs, this effort must have a high priority. I ask that each Agency Head give his personal support to the overall Department program and particularly to the undertaking of projects within his own agency designed to streamline and decentralize programs. Annual reports of accomplishment on agency projects will be expected on February 1.

Clifford M. Hardin

ORGANIZATION

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

October 11, 1969

SECRETARY'S MEMORANDUM NO. 1653, SUPPLEMENT 2

Federal Assistance Review

1. PURPOSE. Secretary's Memorandum No. 1653 and Supplement 1 provides for agency participation in the Federal Assistance Review (formerly entitled Federal Field Review) program. A USDA Action Plan for the conduct of our part of this Review has been promulgated and supplied to each agency headquarters. This supplement is to emphasize the continuing deep interest of President Nixon and me in this program.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

August 18 1970

SECRETARY'S MEMORANDUM NO. 1653, SUPPLEMENT 3

Federal Assistance Review

1. PURPOSE. This supplement concerns the actions to be taken to accomplish the second year objectives of the Department's part in the Federal Assistance Review (FAR) program.

2. BACKGROUND. The FAR program was undertaken at the direction of the President. In announcing the program, the President said:

> "Many of the disappointments and frustrations of the last several years could be blamed on the fact that the administrative performance has not kept pace with legislative promise.
>
> "This situation must be changed. The actions I announce today are important steps toward achieving such change. By rationalizing, coordinating, and decentralizing the systems through which government provides important social and economic services, we can begin at last to realize the hopes and dreams of those who created them."

Prior supplements to this Memorandum No. 1653 established the Department's Action Plan for the conduct of its part in the FAR program and called for each Agency Head to give his personal support to the program and particularly to the undertaking of projects within his own agency designed to streamline and decentralize programs.

3. FIRST YEAR ACCOMPLISHMENTS. A summary of the Department's first year accomplishments is attached. They are impressive. They are responsive to the President's call for action. Many of them, however, simply lay the groundwork for the second and third year expected accomplishments. We must give this program continued emphasis if we are to accomplish the objectives promised in the first annual report on the Department's FAR program.

4. ACTION PLAN 1970-1972. Copies of the Action Plan are being provided to each agency headquarters. To implement this Action Plan, agencies are to undertake these actions:

   a. Continue with the implementation of projects undertaken by the Department and agencies during 1969-1970.

ORGANIZATION

b. Participate as requested by the Assistant Secretary for Administration in Departmental and inter-Departmental projects.

c. Undertake one or more new agency projects that will contribute to the FAR program.

I urge each agency head to communicate his strong support of this program to agency officials and to follow closely the progress being made toward the President's objectives.

Clifford M. Hardin

Attachment

b. Participate as requested by the Undersecretary for Administration in departmental and inter-departmental projects.

c. Undertake one or more new Agency projects that will contribute to the FAS program.

I urge each Agency Head to communicate his strong support of this program to Agency officials and to follow closely the progress being made toward the President's objectives.

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE

Federal Assistance Review
1st Annual Report of Accomplishments
March, 1970

BACKGROUND

On March 27, 1969, the President announced a series of steps being taken to streamline the structure and processes of Federal agencies in the field. The first of these steps was the establishment of a common pattern of regional boundaries and headquarters for certain Federal agencies. Other Federal agencies (including Agriculture) were asked to consider these common boundaries in any changes in their field organization structures so as to be consistent with the ultimate goal: uniform boundaries and field office locations for all social or economic programs requiring interagency or intergovernmental coordination.

The President further directed the Federal agencies on the Urban Affairs Council and the Bureau of the Budget to work together to modernize the management of our complex Federal system of assistance to states and communities. In response, an intensive coordinated interagency effort (the Federal Assistance Review (FAR)) was launched to achieve the President's basic objectives:

1. Create a new sense of partnership among the various levels of government, with greater dependence on state and local governments.

2. Streamline and simplify the processes and organizational structures for managing Federal programs not only for efficiency and economy but to speed delivery of resources and services.

3. Decentralize the Federal agencies to stimulate greater interagency coordination in the field and greater collaboration between Federal agencies and state and local governments.

The Secretary of Agriculture initiated this Department's part in the FAR program by Memorandum No. 1653 dated May 6, 1969. Responsibility for guidance of the Department's efforts was assigned to the Assistant Secretary for Administration with each agency assigned the responsibility for undertaking actions to achieve the objectives set by the President.

In developing the Department's FAR program, it was immediately apparent that all of its domestic programs could contribute in some degree to the FAR objectives. An appreciation of the scope of this contribution may be had by considering that 19 Department agencies, in cooperation with state and local governments, educational institutions, and with industry, farm, trade and professional associations, provide a wide variety of services to the public. Services are provided through a highly decentralized organizational structure

comprising 84 separate field structures with over 21,000 field offices.

Services are provided through some 100 programs with an annual outlay of $2.5 billion. These programs include loans, grants, cost sharing arrangements and direct assistance to individuals. There are in effect over 2,000 agreements with states involving 52 different Department programs. Educational institutions perform research in cooperation with the Department under 3,500 formal and informal agreements. The Department has a lead role in rural community development and is therefor keenly interested in improving the delivery of Federal program services to this community.

The FAR program was established as a three-year program. The first year's efforts by this Department have been concentrated in those areas where there appeared to be the greatest potential for accomplishments in accordance with the President's objectives. While the time frame for action for some of these efforts extends into the second and third year, Department agencies have accomplished many worthwhile improvements. This report gives the details of activities and accomplishments during this first year ending March 2, 1970.

SUMMARY OF ACCOMPLISHMENTS

- The greatest potential for expanding the states role in Agriculture programs is in the regulatory, inspection and grading programs. Working with state and industry representatives, an agreed upon set of criteria and an action plan for decentralizing more of these programs to the states has been promulgated with responsibilities assigned for achieving prompt results.

- A standard research agreement to be used for all grants, contracts and agreements with universities has been promulgated achieving Department-wide uniformity in the fiscal and administrative requirements of these arrangements with universities.

- Duplication between financial, administrative and fiscal audits of grantees by Department agencies has been eliminated.

- Arrangements were made to conform the boundaries of the Food and Nutrition Service to those of the Federal Regional Councils.

- A change proposed for the boundaries of the Pesticides Regulation Division of the Agricultural Research Service has been approved to conform boundaries of 4 regions (formerly 5) to those of the Federal Regional Councils.

- The Department analyzed processes for delivery of services in 67 programs and improved procedures in 25, reduced processing time in 12 and increased delegations of authority in 10.

- Some 10,000 farmers needing emergency financial assistance to repair land conservation structures damaged by floods or other natural disaster, benefited by improved processing of their requests which reduced the time required from 42 to 14 days.

- Instead of waiting for the one attorney heretofore authorized to clear title loans, borrowers can now be served by several in each county as a result of a change in procedures.

- Loans for rural housing can now be obtained in half the time heretofore required as a result of delegating increased loan approval authority to field officials. Loan forms have been simplified and reduced from three to one.

- Authority to approve forestry grants may now be made in the field reducing processing time by 16 days or 8 per cent.

- Field managers were asked what restrictions on their authority to act ought to be removed so that they could improve services - out of 86 reported, 39 were removed (and more will be)-some misunderstandings were cleared up in the process.

- Farmers and land owners now get approval of their engineering plans for watershed projects three weeks faster because Soil Conservation Service State Offices have been delegated authority to approve some 250 plans yearly.

- Cotton producers marketing time and costs have been reduced by a change in procedures enabling them to use agents to handle marketing and federal loan matters for them. Heretofore, cotton under loan could not be assigned to a marketing agent for pooling and sale in the manner customary in business with the result that much cotton remained in government hands.

- The managing and leasing of rental housing has been turned over to private realtors by the Farmers Home Administration so that prospective tenants can now get prompt service in the manner customary in the realty business.

- Arrangements for increased use of state laboratories and state personnel in connection with programs of the Agricultural Research Service are underway which will eliminate duplication of facilities and personnel.

- A test program of merging state and federal personnel into one system for inspection of meat and poultry in Wisconsin is well underway. This will eliminate duplicate facilities and supervisory staff and enable the best travel and logistics arrangements to deliver inspection services.

- Use of computers for storing and processing data has reduced the time needed for engineering field work and as more data is developed in river basin studies, the need for most field work will be eliminated - this reduces time needed for clearing planning projects by 20 days.

- The federal and state extension services are cooperating in development of a joint computer system for storing and retrieving management data which will speed service to the public at the school and community level for all types of data.

- The Statistical Reporting Service and the states are cooperating in developing a system of computer centers which will enable all agriculture statistical data, whether state or federal, to be immediately available to either party for making economic surveys and other purposes.

- The Farmers Home Administration is speeding the processing of loan payment records for borrowers through a new computer system for documents formerly hand posted and processed.

- The Rural Electrification Administration is helping electric borrowers to establish their own rural electric financing system to provide necessary supplemental needs that cannot be met by the agency.

- Any field organizational structure that has been in existence very long needs review in terms of adapting to rapid transportation and communication networks and meeting changing demands for program services. The Forest Service is reviewing its field organizational structure to determine the optimum size of field units and has reduced the number of ranger districts from 822 to 772 with national forests and regions now to be studied.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

July 9, 1971

SECRETARY'S MEMORANDUM NO. 1653, SUPPLEMENT 4

Federal Assistance Review

This Supplement concerns the actions to be taken to accomplish the third year objectives of the Department's part in the Federal Assistance Review (FAR) program.

The President in his memorandum of June 29, 1971, (see reverse hereof) asks that we include the third and final year of the FAR effort among the highest priorities in the administration of this Department. Prior supplements to this Memorandum No. 1653 established the Department's Action Plan for the conduct of its part in the FAR program and called for each agency head to give his personal support to the program and particularly to the undertaking of projects within his own agency designed to streamline and decentralize programs.

The FAR program in the first two years has made some notable contributions to the President's objectives of increasing reliance on State and local governments, improving interagency coordination, and strengthening intra-agency assistance systems. However, much of the effort has been in laying the groundwork for making more substantial progress toward these objectives. We must make certain that measurable progress is made. To do this, I have asked the Assistant Secretary for Administration to develop with you a meaningful third year Action Plan and to assure its implementation within the time frame set by the President.

I again urge each agency head to communicate his strong support of this program to agency officials and to follow closely the progress being made.

J. Phil Campbell

Acting Secretary of Agriculture

ORGANIZATION 21

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

July 9, 1971

SECRETARY'S MEMORANDUM NO. 1653, SUPPLEMENT 4

Federal Assistance Review

This Supplement concerns the actions to be taken to accomplish the third year objectives of the Department's part in the Federal Assistance Review (FAR) program.

The President in his memorandum of June 29, 1971, (see reverse hereof) asks that we include the third and final year of the FAR effort among the highest priorities in the administration of this Department. Prior supplements to this Memorandum No. 1653 established the Department's Action Plan for the conduct of its part in the FAR program and called for each agency head to give his personal support to the program and particularly to the undertaking of projects within his own agency designed to streamline and decentralize programs.

The FAR program in the first two years has made some notable contributions to the President's objectives of increasing reliance on State and local governments, improving interagency coordination, and strengthening inter-agency assistance systems. However, much of the effort has been in laying the groundwork for making more substantial progress toward these objectives. We must make certain that measurable progress is made. To do this, I have asked the Assistant Secretary for Administration to develop with you a meaningful third year Action Plan and to ensure its implementation within the time frame set by the President.

I again urge each agency head to communicate his strong support of this program to agency officials and to follow closely the progress being made.

Acting Secretary of Agriculture

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

August 4, 1972.

SECRETARY'S MEMORANDUM NO. 1653, SUPPLEMENT 5

Federal Assistance Review

This Supplement concerns the actions to be taken to accomplish the fourth year objectives of the Department's part in the Federal Assistance Review (FAR) program.

President Nixon intends to pursue the goals of the FAR program until accomplished and to make sure the FAR concepts are applied to new programs as they emerge.

I am asking each agency and office head to give his personal support to the program and particularly to the undertaking of projects within his own agency designed to streamline and decentralize programs.

Our efforts thus far in this program have contributed meaningfully to the President's objectives of increasing reliance on State and local governments, improving interagency coordination, and strengthening intra-agency assistance systems. To accomplish even greater results during this fiscal year I have asked the Assistant Secretary for Administration to develop with you a meaningful fourth year action plan and to assure its implementation within the time frames established.

I again urge each agency head to communicate his strong support of this program to agency officials and to follow closely the progress being made.

Earl L. Butz

ORGANIZATION 2

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

August 4, 1972.

SECRETARY'S MEMORANDUM NO. 1653, SUPPLEMENT 6

Federal Assistance Review

Secretary's Memorandum No. 1653, Supplement 6 continues the Federal Assistance Review (FAR) Program for a fourth year and assigns to me the responsibilities for developing an action plan for USDA.

The OMB FAR Management Team has furnished 4th year program guidelines to USDA. I have assigned the Office of Information Systems the responsibility for coordinating the development of the action plan as well as its implementation.

I solicit your cooperation in developing with the Office of Information Systems a viable program for the Department.

Frank B. Elliott

FRANK B. ELLIOTT
Assistant Secretary
for Administration

ORGANIZATION 2

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 16 1969

MEMORANDUM TO ALL HEADS OF AGENCIES

SECRETARY'S MEMORANDUM NO. 1654

Dr. T. K. Cowden, Assistant Secretary for Rural Development and Conservation, is designated as liaison officer for the Department of Agriculture to the Public Land Law Review Commission. Mr. Edward P. Cliff, Chief of the Forest Service, is designated as his alternate.

Mr. Virgil R. Carrell, Forest Service, will serve as a staff assistant in the coordination of activities between the Department and the Public Land Law Review Commission

J. Phil Campbell

Acting Secretary of Agriculture

COMMITTEES (Commission Public Land Law Review)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 16 1959

MEMORANDUM TO ALL HEADS OF AGENCIES

Secretary's MEMORANDUM NO. 1654

Dr. T. K. Cowden, Assistant Secretary for Rural Development and Conservation, is designated as liaison officer for the Department of Agriculture to the Public Land Law Review Commission. Mr. Edward P. Cliff, Chief of the Forest Service, is designated as his alternate.

Mr. Virgil R. Cotrell, Forest Service, will serve as a staff assistant in the coordination of activities between the Department and the Public Land Law Review Commission

Acting Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

May 24 1969

SECRETARY'S MEMORANDUM NO. 1655

Designation of Administrator, CSRS

I am designating Dr. Roy Lee Lovvorn as Administrator, Cooperative State Research Service, effective immediately.

Dr. Ned D. Bayley has been serving as the Acting Administrator pending the designation of a successor to former CSRS Administrator Dr. T. C. Byerly, who was named Assistant Director of Science and Education as of February 27, 1969.

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

ORGANIZATION 1 (CSRS)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

SECRETARY'S MEMORANDUM NO.

Designation of Administrator, OSTS

I am designating Dr. Roy Lee Lovvorn as Administrator, Cooperative State Research Service, effective immediately.

Dr. Ned D. Bayley has been serving as the Acting Administrator pending the designation of a successor to former USDA Administrator Dr. T. O. Wyatt, who was named Associate Director of Science and Education as of February 27, 1989.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

June 5 1969

SECRETARY'S MEMORANDUM NO. 1656

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(A)):

Clarence D. Palmby, Assistant Secretary, or in his absence, Andrew J. Mair, Deputy Assistant Secretary

Carroll G. Brunthaver, Associate Administrator, Agricultural Stabilization and Conservation Service, or in his absence, James V. Smith, Administrator, Farmers Home Administration

Richard H. Aslakson, Manager, Federal Crop Insurance Corporation, or in his absence, Frank W. Naylor, Jr., Deputy Manager, Federal Crop Insurance Corporation.

Two additional members, experienced in the insurance business and not otherwise employed by the Government, will be designated.

Mr. Clarence D. Palmby is hereby designated as Chairman of the Board of Directors. In the absence of the Chairman from any meeting, the members of the Board present shall designate one of their number to act as Chairman for the purpose of the meeting.

Memorandum No. 1405, Revised, April 4, 1966, is hereby superseded.

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

COMMITTEES (Bd., FCIC)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO.

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(A)):

Clarence D. Palmby, Assistant Secretary, or in his absence,
Andrew J. Main, Deputy Assistant Secretary

Carroll G. Brunthaver, Associate Administrator, Agricultural Stabilization and Conservation Service, or in his absence,
James V. Smith, Administrator, Farmers Home Administration

Richard H. Malakson, Manager, Federal Crop Insurance Corporation, or in his absence, Frank W. Naylor, Jr., Deputy Manager, Federal Crop Insurance Corporation.

Two additional members, experienced in the insurance business and not otherwise employed by the Government, will be designated.

Mr. Clarence D. Palmby is hereby designated as Chairman of the Board of Directors. In the absence of the Chairman from any meeting, the members of the Board present shall designate one of their number to act as Chairman for the purpose of the meeting.

Memorandum No. 1405, Revised, April 4, 1966, is hereby superseded.

Clifford M. Hardin
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

June 7 1969

SECRETARY'S MEMORANDUM NO. 1656, SUPPLEMENT 1

Board of Directors, Federal Crop Insurance Corporation

This is to correct the date on Secretary's Memorandum No. 1656 to June 4, 1969.

Clifford M. Hardin
Secretary of Agriculture

COMMITTEES (Bd., FCIC)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

June 7 1960

SECRETARY'S MEMORANDUM NO. 1656, SUPPLEMENT 1

Board of Directors, Federal Crop Insurance Corporation

This is to correct the date on Secretary's Memorandum No. 1656
to June 4, 1959.

Clifford M. Hardin
Secretary of Agriculture

COMMITTEE

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

July 18 1969

SECRETARY'S MEMORANDUM NO. 1656, Rev.

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

Clarence D. Palmby, Assistant Secretary, or in his absence, Andrew J. Mair, Deputy Assistant Secretary

Carroll G. Brunthaver, Associate Administrator, Agricultural Stabilization and Conservation Service, or in his absence, James V. Smith, Administrator, Farmers Home Administration

Richard H. Aslakson, Manager, Federal Crop Insurance Corporation, or in his absence, Frank W. Naylor, Jr., Deputy Manager, Federal Crop Insurance Corporation

Fred W. Benson, Sheldon, Iowa

Elmo A. Carlson, Chappell, Nebraska

Mr. Clarence D. Palmby is hereby designated Chairman of the Board of Directors. In the absence of the Chairman from any meeting, the Members of the Board present shall designate one of their number to act as Chairman for the purpose of the meeting.

~~Memorandum No. 1656, June 4, 1969, is hereby superseded.~~
Memoranda Nos. 1656, June 4, 1969, and 1656, Supplement 1, June 7, 1969, are hereby superseded.

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

COMMITTEES (Bd. 4 C & C)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

July 26, 1972.

SECRETARY'S MEMORANDUM NO. 1656, REVISED, SUPPLEMENT 1

Board of Directors, Federal Crop Insurance Corporation

Pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)), Secretary's Memorandum No. 1656, Revised dated July 18, 1969, is hereby amended in the following respects and no other:

Carroll G. Brunthaver, Assistant Secretary, is appointed to replace Clarence D. Palmby as a Member and Chairman of the Board of Directors.

Elvin J. Person, Deputy Administrator, State and County Operations, Agricultural Stabilization and Conservation Service, is appointed to replace Carroll G. Brunthaver as a Member of the Board.

David W. McElwrath, Deputy Manager, Federal Crop Insurance Corporation, is appointed to replace Frank W. Naylor, Jr., as alternate to Richard H. Aslakson

The appointments in this memorandum are effective immediately.

Earl L. Butz

COMMITTEES (Board, FCIC)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO. 1656, REVISED, SUPPLEMENT 1

Board of Directors, Federal Crop Insurance Corporation

Pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)), Secretary's Memorandum No. 1656, Revised dated July 18, 1969, is hereby amended in the following respects and no others:

Carroll G. Brunthaver, Assistant Secretary, is appointed to replace Clarence D. Palmby as a Member and Chairman of the Board of Directors.

Kelvin J. Person, Deputy Administrator, State and County Operations, Agricultural Stabilization and Conservation Service, is appointed to replace Carroll G. Brunthaver as a Member of the Board.

David W. McElvrath, Deputy Manager, Federal Crop Insurance Corporation, is appointed to replace Frank W. Naylor, Jr., as alternate to Richard H. Adamson

The appointments in this memorandum are effective immediately.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

August 22, 1973.

SECRETARY'S MEMORANDUM NO. 1656, REVISED

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

Carroll G. Brunthaver, Assistant Secretary, or in his absence, Richard E. Bell, Deputy Assistant Secretary.

Elvin J. Person, Deputy Administrator, Programs, Agricultural Stabilization and Conservation Service, or in his absence, Seeley G. Lodwick, Executive Assistant to the Administrator, Agricultural Stabilization and Conservation Service.

Melvin R. Peterson, Manager, Federal Crop Insurance Corporation, or in his absence, David W. McElwrath, Deputy Manager, Federal Crop Insurance Corporation.

Fred W. Benson, Sheldon, Iowa

Elmo A. Carlson, Chappell, Nebraska

Mr. Carroll G. Brunthaver is hereby designated Chairman of the Board of Directors. In the absence of the Chairman from any meeting, the Members of the Board present shall designate one of their number to act as Chairman for the purpose of the meeting.

Memoranda Nos. 1656, Revised, July 18, 1969, and 1656, Revised, Supplement 1, July 26, 1972, are hereby superseded.

Earl L. Butz

Earl L. Butz
Secretary

COMMITTEES (Board, FCIC)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

August 22, 1973.

SECRETARY'S MEMORANDUM NO. 1656, REVISED

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

Carroll G. Brunthaver, Assistant Secretary, or in his absence, Richard E. Bell, Deputy Assistant Secretary.

Elvin J. Person, Deputy Administrator, Programs, Agricultural Stabilization and Conservation Service, or in his absence, Seeley G. Lodwick, Executive Assistant to the Administrator, Agricultural Stabilization and Conservation Service.

Melvin R. Peterson, Manager, Federal Crop Insurance Corporation, or in his absence, David W. McElwrath, Deputy Manager, Federal Crop Insurance Corporation.

Fred W. Benson, Sheldon, Iowa

Elmo A. Carlson, Chappell, Nebraska

Mr. Carroll G. Brunthaver is hereby designated Chairman of the Board of Directors. In the absence of the Chairman from any meeting, the Members of the Board present shall designate one of their number to act as Chairman for the purpose of the meeting.

Memoranda Nos. 1656, Revised, July 18, 1969, and 1656, Revised, Supplement 1, July 26, 1972, are hereby superseded.

Earl L. Butz
Secretary

COMMITTEE

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

November 21 1973

SECRETARY'S MEMORANDUM NO. 1656, REVISED

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

Carroll G. Brunthaver, Assistant Secretary, or in his absence, Richard E. Bell, Deputy Assistant Secretary.

Glenn A. Weir, Associate Administrator, Agricultural Stabilization and Conservation Service, or in his absence, Elvin J. Person, Deputy Administrator, Programs, Agricultural Stabilization and Conservation Service.

Melvin R. Peterson, Manager, Federal Crop Insurance Corporation, or in his absence, David W. McElwrath, Deputy Manager, Federal Crop Insurance Corporation.

John M. Brabham, Sumter, South Carolina

Encil V. Sharp, Wheaton, Illinois

Mr. Carroll G. Brunthaver is hereby designated Chairman of the Board of Directors. In the absence of the Chairman from any meeting, the Members of the Board present shall designate one of their number to act as Chairman for the purpose of the meeting.

Memorandum No. 1656, Revised, August 22, 1973, is hereby superseded.

Earl L. Butz

Earl L. Butz
Secretary

COMMITTEES (Board, FCIC)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

March 28 1974

SECRETARY'S MEMORANDUM NO. 1656, REVISED,
SUPPLEMENT 1

Board of Directors, Federal Crop Insurance Corporation

Pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)), Secretary's Memorandum No. 1656, Revised dated November 21, 1973, is hereby amended in the following respect and no other:

> Clayton K. Yeutter, Assistant Secretary, is appointed to replace Carroll G. Brunthaver as a Member and Chairman of the Board of Directors.

This appointment is effective immediately.

Earl L Butz

Earl L. Butz
Secretary

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Records & Directives Div.
3/29/74

COMMITTEES (Board, FCIC)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

March 28 1974

SECRETARY'S MEMORANDUM NO. 1656, REVISED,
SUPPLEMENT 1

Board of Directors, Federal Crop Insurance Corporation

Pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)), Secretary's Memorandum No. 1656, Revised dated November 21, 1973, is hereby amended in the following respect and no other:

Clayton K. Yeutter, Assistant Secretary, is appointed to replace Carroll G. Brunthaver as a Member and Chairman of the Board of Directors.

This appointment is effective immediately.

Earl L. Butz
Secretary

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5/29/74

COMMITTEES

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

September 18, 1975

SECRETARY'S MEMORANDUM NO. 1656, REVISED

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

Richard E. Bell, Assistant Secretary, or in his absence, Dale Sherwin, Deputy Assistant Secretary.

Elvin J. Person, Deputy Administrator, Programs, Agricultural Stabilization and Conservation Service, or in his absence, Victor A. Senechal, Assistant Deputy Administrator, Programs, Agricultural Stabilization and Conservation Service.

Melvin R. Peterson, Manager, Federal Crop Insurance Corporation.

John M. Brabham, Sumter, South Carolina

Encil V. Sharp, Wheaton, Illinois

Mr. Richard E. Bell is hereby designated Chairman of the Board of Directors. In the absence of the Chairman from any meeting, the Members of the Board present shall designate one of their number to act as Chairman for the purpose of the meeting.

Memorandum No. 1656, Revised, November 21, 1973, and 1656, Revised, Supplement 1, March 28, 1974, are hereby superseded.

Earl L. Butz

Earl L. Butz
Secretary

COMMITTEES (Bd Federal Crop Insurance Corporation)

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

SECRETARY'S MEMORANDUM NO. 1656, REVISED

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

Richard E. Bell, Assistant Secretary, or in his absence,
Dale Sherwin, Deputy Assistant Secretary.

Elvin V. Peters, Deputy Administrator, Programs, Agricultural Stabilization and Conservation Service, or in his absence,
Victor A. Sonchek, Assistant Deputy Administrator, Programs, Agricultural Stabilization and Conservation Service.

Melvin D. Peterson, Manager, Federal Crop Insurance Corporation.

John M. Graham, Sumter, South Carolina

Basil V. Sharp, Wheaton, Illinois

Mr. Richard E. Bell is hereby designated Chairman of the Board of Directors. In the absence of the Chairman from any meeting, the Members of the Board present shall designate one of their number to act as Chairman for the purpose of the meeting.

Memorandum No. 1656, Revised, November 21, 1973, and 1656, Revised, Supplement 1, March 28, 1974, are hereby superseded.

Earl L. Butz
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

July 22, 1976

SECRETARY'S MEMORANDUM NO. 1656, REVISED,
SUPPLEMENT 1

Board of Directors, Federal Crop Insurance Corporation

Pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)), Secretary's Memorandum No. 1656, Revised dated September 18, 1975, is hereby amended in the following respect and no other:

Warren E. Dirks, Manager, Federal Crop Insurance Corporation, is appointed to replace Melvin R. Peterson, retired, as a Member of the Board of Directors.

This appointment is effective immediately.

Earl L Butz

Earl L. Butz
Secretary

COMMITTEES (Board, Federal Crop Insurance Corporation)

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

SECRETARY'S MEMORANDUM NO. 1656, REVISED,
SUPPLEMENT 1

Board of Directors, Federal Crop Insurance Corporation

Pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)), Secretary's Memorandum No. 1656, Revised dated September 18, 1975, is hereby amended in the following respect and no other:

Warren E. Dirks, Manager, Federal Crop Insurance Corporation, is appointed to replace Melvin R. Peterson, retired, as a Member of the Board of Directors.

This appointment is effective immediately.

Earl L. Butz
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

February 22, 1977

SECRETARY'S MEMORANDUM NO. 1656, REVISED,
SUPPLEMENT 1

Board of Directors, Federal Crop Insurance Corporation

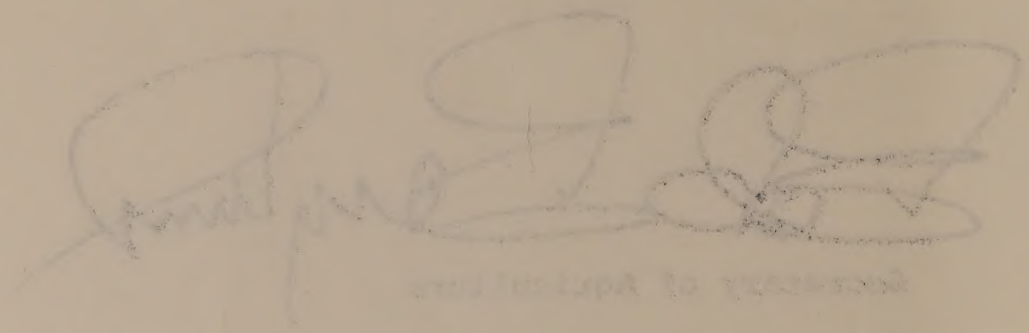
Pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)), and Article II, Section 4 of the By-Laws of the Federal Crop Insurance Corporation, adopted October 2, 1950, Secretary's Memorandum No. 1656, Revised, dated July 22, 1976, is hereby amended in the following respect and no other:

> James D. Deal, Manager, Federal Crop Insurance Corporation, is appointed as a Member of the Board of Directors, and shall serve as its Chairman.

This appointment is effective immediately.

Secretary of Agriculture.

USDA ERS NEAD
AGRICULTURAL HISTORY
146 GHI BLDG



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

(DA) March 21, 1977

SECRETARY'S MEMORANDUM NO. 1656, REVISED,
SUPPLEMENT 2

Board of Directors, Federal Crop Insurance Corporation

Pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)), Secretary's Memorandum No. 1656, Revised dated September 18, 1975, is hereby amended in the following respect and no other:

John W. Brainard, is appointed as a Member of the Board of Directors, replacing Encil V. Sharp.

This appointment is effective immediately.

Secretary of Agriculture

COMMITTEES (Board, Federal Crop Insurance Corporation)

6451

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

Distributed By AMS, AS,
Directives Branch
A,D

May 20, 1977

SECRETARY'S MEMORANDUM NO. 1656, REVISED,
SUPPLEMENT 3

Board of Directors, Federal Crop Insurance Corporation

Pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)), Secretary's Memorandum No. 1656, Revised, dated September 18, 1975, is hereby amended in the following respects and no other:

Dale E. Hathaway, Assistant Secretary, is appointed as a member of the Board of Directors, replacing Richard E. Bell, resigned.

Harry E. Wilhelm, Deputy Assistant Secretary, is appointed as alternate to Dale E. Hathaway, replacing Dale Sherwin, resigned.

These appointments are effective immediately.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

Distributed By AMS, AS,
Directives Branch
A,D

August 15, 1977

SECRETARY'S MEMORANDUM NO. 1656, REVISED

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

Dale E. Hathaway, Assistant Secretary, or in his absence, Harry E. Wilhelm, Deputy Assistant Secretary.

Ray V. Fitzgerald, Administrator, Agricultural Stabilization and Conservation Service.

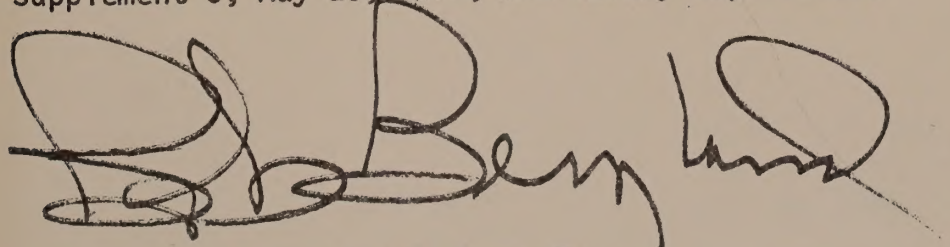
James D. Deal, Manager, Federal Crop Insurance Corporation, or in his absence, W. Otto Johnson, Deputy Manager, Federal Crop Insurance Corporation.

John W. Brainard, Detroit Lakes, Minnesota.

Henry J. Lockhart, Timmonsville, South Carolina.

Mr. James D. Deal is hereby designated Chairman of the Board of Directors. In the absence of the Chairman from any meeting, the Members of the Board present shall designate one of their number to act as Chairman for the purpose of the meeting.

Memorandum No. 1656, Revised, September 18, 1975, 1656, Revised, Supplement 1, July 22, 1976, 1656, Revised, Supplement 1, February 22, 1977, 1656, Revised, Supplement 2, March 21, 1977, and 1656, Revised, Supplement 3, May 20, 1977, are hereby superseded.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

December 16, 1977

SECRETARY'S MEMORANDUM NO. 1656, REVISED, SUPPLEMENT 1

Board of Directors, Federal Crop Insurance Corporation

Pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)), Secretary's Memorandum No. 1656, Revised, dated August 15, 1977, is hereby amended in the following respect and no other:

Stewart N. Smith, Associate Administrator, Agricultural Stabilization and Conservation Service (ASCS) is appointed alternate member of the Board of Directors to serve in the absence of Ray V. Fitzgerald, Administrator, ASCS.

This appointment is effective immediately.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

May 3, 1978

SECRETARY'S MEMORANDUM NO. 1656, REVISED
SUPPLEMENT 2

Board of Directors, Federal Crop Insurance Corporation

Pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)), Secretary's Memorandum No. 1656, Revised, dated August 15, 1977, is hereby amended in the following respect and no other:

G. Edward Schuh, Deputy Assistant Secretary, is appointed as an alternate member of the Board of Directors to serve in the absence of Dale E. Hathaway, replacing Harry E. Wilhelm, resigned.

This appointment is effective immediately.

Secretary of Agriculture

USDA ESCS NEAD
AGRICULTURAL HISTORY
146 GHI BLDG

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

July 27, 1979

SECRETARY'S MEMORANDUM NO. 1656, REVISED
SUPPLEMENT 3

Board of Directors, Federal Crop Insurance Corporation

Pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)), Secretary's Memorandum No. 1656, Revised, dated August 15, 1977, as amended by Secretary's Memorandum No. 1656, Revised, Supplement 1, dated December 16, 1977, is hereby amended in the following respect and no other:

> John W. Goodwin, Associate Administrator, Agricultural Stabilization and Conservation Service (ASCS) is appointed as an alternate member of the Board of Directors to serve in the absence of Ray V. Fitzgerald, Administrator, ASCS, replacing Stewart N. Smith, resigned.

This appointment is effective immediately.

Secretary's Memorandum No. 1656, Revised, Supplement 1, dated December 16, 1977, is hereby superseded.

Secretary of Agriculture

COMMITTEES (Board, Federal Crop Insurance Corporation)

OO-104 (4-75)

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 21, 1980

SECRETARY'S MEMORANDUM NO. 1656, REVISED
SUPPLEMENT 5

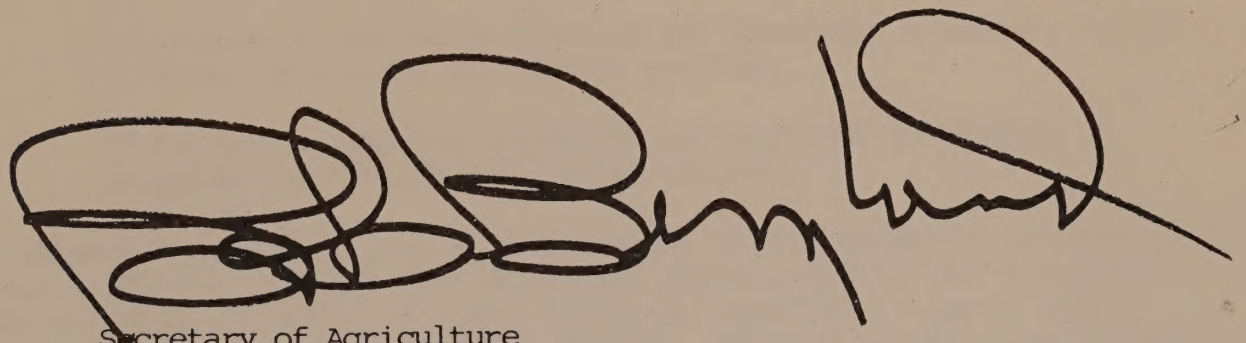
Board of Directors, Federal Crop Insurance Corporation

Pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)), Secretary's Memorandum No. 1656, Revised, dated August 15, 1977, as amended by Secretary's Memorandum No. 1656, Revised, Supplement 4, dated October 26, 1979, is hereby amended in the following respect and no other:

> Winston Wilson, Deputy Under Secretary, Commodity Programs, is appointed as an alternate member of the Board of Directors to serve in the absence of Dale E. Hathaway, Under Secretary, International Affairs and Commodity Programs, replacing Billy Ray Gowdy, resigned.

This appointment is effective immediately.

Secretary's Memorandum No. 1656, Revised, Supplement 4, dated October 26, 1979, is hereby superseded.



Secretary of Agriculture

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

June 16 1969

SECRETARY'S MEMORANDUM NO. 1657

Agricultural Research Policy Advisory Committee

The responsibility for publicly-supported agricultural research in the United States is largely shared by the USDA and the State Land-Grant University's Agricultural Experiment Station (SAES). The common objectives to which this cooperative research effort is directed are:

- To solve local, regional and national problems affecting agriculture, forestry, other renewable natural resources, and rural life.
- To provide scientific expertise to local, State and Federal government agencies, private organizations and individuals.
- To provide scientific competence for teaching and to make available increased research opportunities for graduate students.
- To provide a continuing flow of new knowledge essential to the solution of current and future problems.
- To provide scientific expertise and research in support of programs that relate to foreign nations.

Excellent progress has been made in recent years toward the attainment of these objectives through more effective joint planning and coordination of USDA and SAES research. Rapidly changing conditions require further strengthening of this cooperative effort. Through active participation on the basis of full partnerships, the leaders of the respective organizations can build strong programs to effectively and efficiently reach the common objectives above. In essence, good planning and generation of program at the policy level will provide general guidelines, direction and encouragement needed for program achievement. To provide for this, I am establishing the Agricultural Research Policy Advisory Committee (ARPAC).

I. Objectives of the Committee

A. To develop recommendations for policy with respect to planning, evaluating, coordinating and supporting unified long-range agricultural research programs and delineating the appropriate areas of responsibility of Federal and State agencies in carrying out these programs. The term "agricultural" is used in the broadest sense, including forestry, other renewable natural resources, and rural life.

COMMITTEES (Agricultural Research Policy, Adv.)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

June 16 1986

SECRETARY'S MEMORANDUM NO.

Agricultural Research Policy Advisory Committee

The responsibility for publicly-supported agricultural research in the United States is largely shared by the USDA and the State land-grant University's Agricultural Experiment Station (SAES). The common objectives in which this cooperative research effort is directed are:

- To solve local, regional and national problems affecting agriculture, forestry, other renewable natural resources, and rural life.

- To provide scientific expertise to local, State and Federal government agencies, private organizations and individuals.

- To provide scientific competence for teaching and to make available increased research opportunities for graduate students.

- To provide a continuing flow of new knowledge essential to the solution of current and future problems.

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I. Objectives of the Committee

A. To develop recommendations for policy with respect to planning, evaluating, coordinating and supporting unified long-range agricultural research programs and delineating the appropriate areas of responsibility of Federal and State agencies in carrying out these programs. The term agricultural is used in the broadest sense, including forestry, other renewable natural resources, and rural life.

B. To develop further the bases for State and Federal cooperation in planning and implementing regional and interstate research programs. This will include cooperation among Federal agencies, among the State stations, and among Federal agencies and State stations.

II. Membership. The membership shall be as follows:

Co-chairmen:

Director of Science and Education, U. S. Department of Agriculture
A President of a Land-Grant College or University, to serve for a four year term.

Members:

Federal:

Administrator, Agricultural Research Service, USDA
Administrator, Cooperative State Research Service, USDA
Administrator, Economic Research Service, USDA
Administrator, Farmer Cooperative Service, USDA
Administrator, Federal Extension Service, USDA
Deputy Chief for Research, Forest Service, USDA
Administrator, Statistical Reporting Service, USDA

State:

Member, Division of Agriculture, Executive Committee of the National Association of State Universities and Land-Grant Colleges
Chairman, Experiment Station Committee on Organization and Policy (ESCOP)
Chairman, Association of State Colleges and University Forestry Research Organizations (ASCUFRO)
One State Agricultural Experiment Station Director from each of the four regions to serve four year staggered terms

Ex-Officio (non-voting)

USDA and SAES Co-chairmen, ARPAC Research Program and Facilities Subcommittee
Director of Agricultural Economics, USDA
Director, National Agricultural Library, USDA
Director, Planning Evaluation and Programming Staff, USDA
A representative from each of the following:
National Agricultural Research Advisory Committee
Bureau of the Budget
Office of Science and Technology
Agricultural Research Institute
Agricultural Research Board, National Academy of Sciences

USDA members will be appointed by the Secretary of Agriculture. State members will be appointed by the President of the National Association of State Universities and Land-Grant Colleges. Ex-officio members will be appointed by the appropriate person in those organizations.

III. Subcommittees. ARPAC will establish appropriate standing subcommittees and ad hoc groups which are considered needed for making in-depth studies and carrying out detailed planning for the parent committee. The special ad hoc working group which is now coordinating research program and facilities planning as a follow-up on recommendations of the long-range study will become a standing subcommittee of ARPAC. Its title will be "Agricultural Research Program and Facilities Subcommittee." Membership will include a member of the Director of Science and Education Staff as cochairman, the four SAES Regional Directors--one of whom would be designated by ESCOP as cochairman--, a representative of ASCUFRO, and USDA research agency representatives.

IV. Meetings. The committee shall hold at least two regular meetings each year, with special meetings as called by the cochairmen. Reimbursement for travel and other official expenses for members will be arranged by the organization they represent.

V. Superseded Memoranda. This memorandum supersedes all previous Secretary's Memoranda Nos. 1561 and 1638.

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

USDA members will be appointed by the Secretary of Agriculture. State members will be appointed by the President of the National Association of State Universities and Land-Grant Colleges. Ex-officio members will be appointed by the appropriate person in those organizations.

III. Subcommittees. ARPAC will establish appropriate standing subcommittees and ad hoc groups which are considered needed for making in-depth studies and carrying out detailed planning for the parent committee. The special ad hoc steering group which is now coordinating research program and facilities planning as a follow-up on recommendations of the long-range study will become a standing subcommittee of ARPAC. Its title will be "Agricultural Research Programs and Facilities Subcommittee." Membership will include a member of the Director of Science and Education Staff as coordinator, the four SAES "Regional Directors--one of whom would be designated by NCCPP as coordinator--, a representative of ASCUMO, and USDA research agency representatives.

IV. Meetings. The committee shall hold at least two regular meetings each year, with special meetings as called by the coordinator. Reimbursement for travel and other official expenses for members will be arranged by the organization they represent.

V. Superseded Memoranda. This memorandum supersedes all previous Secretary's Memoranda Nos. 1561 and 1633.

Clifford M. Hardin
Secretary of Agriculture

October 1 1971

SECRETARY'S MEMORANDUM NO. 1657, AMENDMENT NO. 1

Agricultural Research Policy Advisory Committee

This Memorandum amends Secretary's Memorandum No. 1657, dated June 16, 1969.

This Committee has performed an important role in coordinating efforts of the USDA and the State Land-Grant University's Agricultural Experiment Station.

I have determined that the Agricultural Research Policy Advisory Committee be continued. Reestablishment of this Committee is in the public interest in connection with the performance of the duties and responsibilities of this Department.

The Committee shall terminate two years from the date of this Memorandum, subject to extension.

Clifford M. Hardin

COMMITTEES (Agricultural Research Policy Advisory)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

January 17, 1973.

SECRETARY'S MEMORANDUM NO. 1657, SUPPLEMENT 2

Agricultural Research Policy Advisory Committee

This memorandum amends Secretary's Memorandum No. 1657, dated June 16, 1969, and Supplement No. 1, dated October 1, 1971, and includes the following provisions to comply with P.L. 92-463.

The Committee reports to the Secretary of Agriculture.

Necessary support for the Committee is provided by the Office of Science and Education.

Estimated annual operating costs are no dollars and .5 man-year of staff time.

It is estimated that the Committee will hold two meetings each year.

The duties of the Committee could not reasonably be completed in less than two years from the date of Supplement No. 1, to Secretary's Memorandum No. 1657.

The standing Agricultural Research Program and Facilities Subcommittee reports to the Cochairmen of the Committee.

Necessary support for the Subcommittee is provided by the Office of Science and Education.

Estimated annual operating costs for the Subcommittee are no dollars and .5 man-year of staff time.

It is estimated that the Subcommittee will hold two meetings each year.

The duties of the Subcommittee could not reasonably be completed in less than two years from the date of Supplement No. 1, to Secretary's Memorandum No. 1657.

The duties of the Subcommittee shall be to provide staff analysis and proposals concerning policy with respect to planning, evaluating, coordinating and supporting agricultural research programs for consideration by ARPAC and to perform such other functions for the Committee as the Committee or its cochairmen shall direct.

Earl L. Butz

COMMITTEES Agricultural Research Policy Advisory

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO. 1659, SUPPLEMENT 2

Agricultural Research Policy Advisory Committee

This memorandum amends Secretary's Memorandum No. 1657, dated June 16, 1969, and Supplement No. 1, dated October 1, 1971, and includes the following provisions to comply with P.L. 92-463.

The Committee reports to the Secretary of Agriculture.

Necessary support for the Committee is provided by the Office of Science and Education.

Estimated annual operating costs are no dollars and .5 man-year of staff time.

It is estimated that the Committee will hold two meetings each year.

The duties of the Committee could not reasonably be completed in less than two years from the date of Supplement No. 1, to Secretary's Memorandum No. 1657.

The standing Agricultural Research Program and Facilities Subcommittee reports to the Cochairmen of the Committee.

Necessary support for the Subcommittee is provided by the Office of Science and Education.

Estimated annual operating costs for the Subcommittee are no dollars and .5 man-year of staff time.

It is estimated that the Subcommittee will hold two meetings each year.

The duties of the Subcommittee could not reasonably be completed in less than two years from the date of Supplement No. 1, to Secretary's Memorandum No. 1657.

The duties of the Subcommittee shall be to provide staff analysis and proposals concerning policy with respect to planning, evaluating, coordinating and supporting agricultural research programs for consideration by ARPAC and to perform such other functions for the Committee as the Committee or its cochairmen shall direct.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

October 4, 1973.

SECRETARY'S MEMORANDUM NO. 1657, SUPPLEMENT 3

Agricultural Research Policy Advisory Committee

This memorandum reestablishes the Agricultural Research Policy Advisory Committee (ARPAC). The purpose, structure and objectives of the Committee are given in Secretary's Memorandum No. 1657, dated June 16, 1969, which is amended by updating the membership as follows:

The title of the USDA Cochairman is changed from the Director of Science and Education, to the Assistant Secretary for Conservation, Research and Education.

The title of the Administrator, Federal Extension Service, USDA, is changed to the Administrator, Extension Service.

The Ex-Officio (non-voting)members are amended to read:

USDA and SAES Cochairmen, ARPAC Research Program and Facilities Subcommittee
Director of Agricultural Economics, USDA
Director, National Agricultural Library, USDA
Director, Office of Planning and Evaluation, USDA
A representative from each of the following:
Office of Management and Budget
Agricultural Research Institute
Board of Agriculture and Renewable Resources, National Academy of Sciences

Reestablishment of ARPAC is in the public interest in connection with the performance of the duties and responsibilities of this Department.

This memorandum also serves as the Charter for the Committee.

The Committee reports to the Secretary of Agriculture.

Necessary support for the Committee is provided by the Office of the Assistant Secretary for Conservation, Research and Education.

Estimated annual operating costs are $2,000 and .5 man-year of staff time.

It is estimated that the Committee will hold two meetings each year.

The duties of the Committee could not reasonably be completed in less than two years from the date of this memorandum.

COMMITTEES (Agricultural Research Policy Advisory)

The Committee shall terminate no later than two years from the date of this memorandum unless extended by the Secretary.

Supplement 1, dated October 1, 1971, and Supplement 2, dated January 17, 1973, to Secretary's Memorandum No. 1657 are hereby rescinded.

Earl L. Butz

Earl L. Butz
Secretary

The Committee shall terminate no later than two years from the date of this Memorandum unless extended by the Secretary.

Supplement 1, dated October 1, 1971, and Supplement 2, dated January 17, 1973, to Secretary's Memorandum No. 1557 are hereby rescinded.

Earl L. Butz
Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 26, 1974

SECRETARY'S MEMORANDUM NO. 1657, Rev.

Agricultural Research Policy Advisory Committee

This memorandum serves as the revised Charter for the Agricultural Research Policy Advisory Committee (ARPAC) which was reestablished on October 4, 1973 by Supplement 3 to Secretary's Memorandum No. 1657. It is also the Charter for ARPAC's new subcommittee, the National Agricultural Research Planning Committee (NPC).

The responsibility for publicly-supported agricultural research in the United States is largely shared by the USDA, the State Land-Grant Universities' Agricultural Experiment Stations (SAES), the 1890 Land-Grant colleges, Tuskegee, and Forestry Schools. The objectives to which this cooperative research effort is directed are:

To solve local, regional and national problems affecting agriculture, forestry, other renewable natural resources and rural life.

To provide scientific expertise to local, State and Federal government agencies, private organizations and individuals.

To provide scientific competence for teaching and to make available increased research opportunities for graduate students.

To provide scientific expertise and research in support of programs that relate to foreign nations.

To assist in meeting the above-stated objectives, it has been agreed that ARPAC be continued under the auspices of the Department of Agriculture and the National Association of State Universities and Land Grant Colleges (NASULGC).

The reestablishment of ARPAC is in the public interest in connection with the performance of the duties and responsibilities of this Department.

COMMITTEES (Agricultural Research Policy Advisory)

The objectives of ARPAC are:

To develop recommendations for policy with respect to planning, evaluating, coordinating and supporting unified long-range agricultural research programs and delineating the appropriate areas of responsibility of Federal and State agencies in carrying out these programs.

To develop further the basis for cooperation in planning and implementing national, regional and interstate research programs.

The membership of ARPAC is:

Assistant Secretary for Conservation, Research and Education (Co-chairman)

Administrator of Agricultural Research Service (ARS), USDA

Administrator of Cooperative State Research Service (CSRS), USDA

Administrator of Animal and Plant Health Inspection Service (APHIS), USDA

Administrator of Extension Service (ES), USDA

Deputy Chief for Research, Forest Service (FS), USDA

Administrator of Statistical Reporting Service (SRS), USDA

Administrator of Economic Research Service (ERS), USDA

Administrator of Farmer Cooperative Service (FCS), USDA

Designee of NASULGC upon nomination by Division of Agriculture to be Co-chairman

Executive Committee of NASULGC--Division of Agriculture Member

Chairman of Experiment Station Committee on Organization and Policy (ESCOP)

Representative of Association of State Colleges and University Forestry Research Organization (ASCUFRO)

Four State Agricultural Experiment Station Directors

Representative of the Colleges of 1890 and Tuskegee

Representative of Extension Committee on Organization and Policy (ECOP)

Representative of the Agricultural Research Institute

NPC is comprised of the Co-chairmen of ARPAC; the Administrators of ARS, CSRS, ERS and FS (research); four Regional Directors of State Agricultural Experiment Stations and a representative of ASCUFRO.

The Executive Secretary for both committees is a staff officer for research planning and coordination in the Office of the Assistant Secretary for Conservation, Research and Education.

NPC will deal with the important planning element of ARPAC's activities.

NPC reports to ARPAC. ARPAC reports to the Secretary of Agriculture and to the President of NASULGC.

Necessary support for ARPAC and NPC is provided by the Assistant Secretary for Conservation, Research and Education. Estimated annual costs are $2,000 and .5 man-year of staff time. It is estimated that ARPAC will hold two meetings each year; NPC may meet three or more times. The duties of ARPAC could not reasonably be completed in less than two years from the date of the previous Charter, October 4, 1973.

ARPAC shall terminate no later than October 1, 1975 unless extended by the Secretary.

Secretary's Memorandums No. 1657, June 16, 1969 and No. 1657 Supplement 3, October 4, 1973 are hereby rescinded.

Earl L. Butz

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

October 31, 1975

SECRETARY'S MEMORANDUM NO. 1657, Revised

Agricultural Research Policy Advisory Committee

This memorandum serves as the revised Charter for the Agricultural Research Policy Advisory Committee (ARPAC) which was reestablished on April 26, 1974 by Secretary's Memorandum No. 1657, REVISED. It is also the Charter for ARPAC's new subcommittee, the National Agricultural Research Planning Committee (NPC).

The responsibility for publicly-supported agricultural research in the United States is largely shared by the USDA, the State Land-Grant Universities' Agricultural Experiment Stations (SAES), the 1890 Land-Grant colleges, Tuskegee, and Forestry Schools. The objectives to which this cooperative research effort is directed are:

To solve local, regional and national problems affecting agriculture, forestry, other renewable natural resources and rural life.

To provide scientific expertise to local, State and Federal government agencies, private organizations and individuals.

To provide scientific competence for teaching and to make available increased research opportunities for graduate students.

COMMITTEES (Agricultural Research Policy Adv.

To provide scientific expertise and research in support of programs that relate to foreign nations.

To assist in meeting the above-stated objectives, it has been agreed that ARPAC be continued under the auspices of the Department of Agriculture and the National Association of State Universities and Land Grant Colleges (NASULGC).

The reestablishment of ARPAC is in the public interest in connection with the performance of the duties and responsibilities of this Department.

The objectives of ARPAC are:

To develop recommendations for policy with respect to planning, evaluating, coordinating and supporting unified long-range agricultural research programs and delineating the appropriate areas of responsibility of Federal and State agencies in carrying out these programs.

To develop further the basis for cooperation in planning and implementing national, regional and interstate research programs.

The membership of ARPAC is:

Assistant Secretary for Conservation, Research and Education (Co-chairman)	Designee of NASULGC upon nomination by Division of Agriculture to be Co-chairman
Administrator of Agricultural Research Service (ARS), USDA	Executive Committee of NASULGC--Division of Agriculture Member
Administrator of Cooperative State Research Service (CSRS) USDA	Chairman of Experiment Station Committee on Organization and Policy (ESCOP)

To provide scientific expertise and research in support of programs that relate to foreign nations.

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Administrator of Agricultural Research Service (ARS), USDA	Executive Committee of NASULGC--Division of Agriculture Member
Administrator of Cooperative State Research Service (CSRS) USDA	Chairman of Experiment Station Committee on Organization and Policy (ESCOP)

Administrator of Animal and Plant Health Inspection Service (APHIS), USDA

Administrator of Extension Service (ES), USDA

Deputy Chief for Research, Forest Service (FS), USDA

Administrator of Statistical Reporting Service (SRS), USDA

Administrator of Economic Research Service (ERS), USDA

Administrator of Farmer Cooperative Service (FCS), USDA

Representative of Association of State Colleges and University Forestry Research Organization (ASCUFRO)

Four State Agricultural Experiment Station Directors

Representative of the Colleges of 1890 and Tuskegee

Representative of Extension Committee on Organization and Policy (ECOP)

Representative of the Agricultural Research Institute

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The Executive Secretary for both committees is a staff officer for research planning and coordination in the Office of the Assistant Secretary for Conservation, Research and Education.

NPC will deal with the important planning element of ARPAC's activities.

NPC reports to ARPAC. ARPAC reports to the Secretary of Agriculture and to the President of NASULGC.

Necessary support for ARPAC and NPC is provided by the Assistant Secretary for Conservation, Research and Education. Estimated annual costs are $2,000 and .5 man-year of staff time. It is estimated that

ARPAC will hold two meetings each year; NPC may meet three or more times. The duties of ARPAC could not reasonably be completed in less than two years.

ARPAC shall terminate no later than October 1, 1977 unless extended by the Secretary.

Secretary of Agriculture

ARFAC will hold two meetings each year; NFC may meet three or more times.

The duties of ARFAC could not reasonably be completed in less than two years.

ARFAC shall terminate no later than October 1, 1977 unless extended by the Secretary.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

October 31 1977

SECRETARY'S MEMORANDUM NO. 1657, REVISED, SUPPLEMENT 1

Agricultural Research Policy Advisory Committee

Secretary's Memorandum No. 1657, Revised, which serves as the charter for the Agricultural Research Policy Advisory Committee, is amended to show the committee's expiration date as December 31, 1977. This 90-day extension was granted by the Office of Management and Budget to allow the Department time to determine how best to fulfill advisory committee requirements of Title XIV of the Food and Agriculture Act of 1977.

Secretary

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 2 1969

SECRETARY'S MEMORANDUM NO. 1658

Reducing Seasonal Variation in Construction Activity

The President has requested all agencies to take steps to combat the serious national problems resulting from seasonal variations in construction activity and employment.

Specifically, agencies are directed to take the following steps:

1. Ensure that, in the planning and programming of construction activity, due consideration is given to reducing seasonal variation.

2. Make contracts and schedule projects with regard to local conditions.

3. Encourage completion dates and penalty clauses that facilitate the stretch-out of work into the off season.

4. Determine whether current authorization and appropriations procedures introduce a seasonal pattern into the letting of contracts and the scheduling of construction.

5. Encourage recipients of Federal grants and loans for construction to engage in activities to reduce construction seasonality.

6. Identify and disseminate to appropriate recipients information on techniques and procedures for facilitating year-round construction.

7. Take such additional steps, as may be permitted by law, to promote the scheduling of their construction activities during off season periods, as will not entail undue impairment of program goals or excessive additional costs.

In carrying out these directives, the following specific practices which should be followed to the extent feasible have been developed in consultation with agency representatives:

1. Allow ample contract performance time to encourage work in periods of marginal weather.

2. Establish liquidated damages only where necessary and then at a reasonable level.

CONSTRUCTION

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 2 1959

SECRETARY'S MEMORANDUM NO. 1/6.3

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7. Take such additional steps, as may be permitted by law, to promote the scheduling of their construction activities during off season periods, as will not entail undue impairment of program goals or excessive additional costs.

In carrying out these directives, the following specific practices which should be followed to the extent feasible have been developed in consultation with agency representatives:

1. Allow ample contract performance time to encourage work in periods of marginal weather.

2. Establish liquidated damages only where necessary and then at a reasonable level.

3. Permit work to be performed during winter shut-downs without charge against contract time.

4. Review your specifications to remove conditions that restrict performance of work in periods of marginal weather.

5. Research and adopt new construction techniques and materials that will facilitate off season work.

6. Consider seasonality in planning your construction program.

7. Inform all construction management personnel, borrowers, grantees and contractors about the problems of construction seasonality. Encourage them to look for ways to reduce seasonal variations in construction activity.

Your recommendations and suggestions for any additional measures which might be taken to reduce the adverse effects of seasonality on construction programs should be submitted to the Director of the Office of Plant and Operations.

Joseph M. Robertson
Assistant Secretary
for Administration

3. Permit work to be performed during winter shut-downs without charge against contract time.

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Joseph M. Robertson
Assistant Secretary
for Administration

July 15 1969

SECRETARY'S MEMORANDUM NO. 1659

Proposed Establishment of Food and Nutrition Service

1. PURPOSE. That hunger and malnutrition should persist in a land such as ours is embarrassing and intolerable. We are proposing the most comprehensive attack on the problem ever undertaken in this country. Our goal is to put an end to hunger in America for all time - to help make it possible for all citizens to become full contributors in our society.

2. FUNCTIONS SHIFTED. In order to give increased emphasis to this vital mission, we are proposing the establishment of a new Agency. This Agency will be the Food and Nutrition Service. The Food and Nutrition Service will direct its attack on malnutrition and undernutrition through our food stamp and direct distribution programs, school lunch and school breakfast programs, special food service programs for children, and other child nutrition and special feeding programs. This Agency, under the direction of an Administrator, will report to the Secretary, through the Assistant Secretary for Marketing and Consumer Services.

The Department proposes to transfer to the new Food and Nutrition Service the following functions and delegations of authority:

> From the Consumer and Marketing Service - all of the functions administered by the Office of the Deputy Administrator for Consumer Food Programs, Commodity Distribution Division, Food Stamp Division, School Lunch Division, Consumer Food Programs Services Staff, and the Consumer Food Programs District Offices (except Food Trades Staff functions).

3. INCIDENTAL TRANSFERS. The Assistant Secretary for Administration will approve such transfers of funds, records, property, space, and personnel, as are involved in the organizational assignments made in this memorandum.

4. MANAGEMENT SUPPORT ACTIVITIES. All accounting, budget, personnel, and other management support functions presently performed by the Consumer and Marketing Service in the administration of the functions identified in Section 2 above will be transferred to the Food and Nutrition Service.

5. PUBLIC NOTICE. In accordance with Reorganization Plan No. 2 of 1953, the Department is giving advance public notice of delegations of functions proposed to be made and will afford interested persons and groups opportunity to place before the Department their views with respect to the organization adjustments to be made. In order to be considered, comments must be received by July 31, 1969.

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

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Secretary's Record & Comm.Div.

ORGANIZATION / (Food & Nutrition Service)

SECRETARY'S MEMORANDUM NO. [illegible]

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[illegible]
Clifford M. Hardin
Secretary of Agriculture

[illegible]

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

August 8 1969

SECRETARY'S MEMORANDUM NO. 1659, SUPPLEMENT 1

Establishment of Food and Nutrition Service

1. FUNCTIONS TRANSFERRED. Secretary's Memorandum No. 1659, July 15, 1969, announced a proposal to establish the Food and Nutrition Service. The Department, at that time, gave public notice of the proposed action and invited comments from interested persons and groups. Response has been favorable.

There is estabished, effective August 8, 1969, the Food and Nutrition Service. The Service will report to me through the Assistant Secretary for Marketing and Consumer Services.

The following functions are hereby transferred from the Consumer and Marketing Service to the Food and Nutrition Service:

> All functions administered by the Office of the Deputy Administrator for Consumer Food Programs, Commodity Distribution Division, Food Stamp Division, School Lunch Division, Consumer Food Programs Services Staff, and the Consumer Food Programs District Offices (except Food Trades Staff functions).

2. INCIDENTAL TRANSFERS. The Assistant Secretary for Administration will approve such transfers of funds, records, property, space, and personnel as are involved in the organizational assignments made in this memorandum.

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

ORGANIZATION 1 (Food + Nutrition Service)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

August 8 1969

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There is established, effective August 8, 1969, the Food and Nutrition Service. The Service will report to me through the Assistant Secretary for Marketing and Consumer Services.

The following functions are hereby transferred from the Consumer and Marketing Service to the Food and Nutrition Service:

All functions administered by the Office of the Deputy Administrator for Consumer Food Programs, Commodity Distribution Division, Food Stamp Division, School Lunch Division, Consumer Food Programs Services Staff, and the Consumer Food Programs District Offices (except Food Trades Staff functions).

2. INCIDENTAL TRANSFERS. The Assistant Secretary for Administration will approve such transfers of funds, records, property, space, and personnel as are involved in the organizational assignments made in this memorandum.

Clifford M. Hardin
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

August 8 1969

SECRETARY'S MEMORANDUM NO. 1659, SUPPLEMENT 2

Designation of Acting Administrator
Food and Nutrition Service

I am designating Howard P. Davis as Acting Administrator, Food and Nutrition Service, effective immediately.

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

ORGANIZATION 1 (Food + Nutrition Service)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

August 8 1959

SECRETARY'S MEMORANDUM NO. 1659, SUPPLEMENT 2

Designation of Acting Administrator
Food and Nutrition Service

I am designating Howard T. Davis as Acting Administrator, Food and Nutrition Service, effective immediately.

ORGANIZATION

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

July 23 1969

SECRETARY'S MEMORANDUM NO. 1660

USDA Visitor Information Center

PURPOSE. To better serve people visiting the Department, we have established a Visitor Information Center on the first floor of the Administration Building. Included in the Center are facilities for the public to view agricultural films, locate and meet officials, obtain publications, and a reception desk in the lobby of the Administration Building. This reception desk will help visitors to get in direct touch with USDA agencies and offices in the metropolitan area. This assistance will include directing participants to conferences, locating people working in the Department, and helping callers quickly to get the information they want.

ASSIGNMENT OF RESPONSIBILITY. The Director of Information is assigned management responsibility for the operation of the Visitor Information Center.

AGENCY COOPERATION. All agencies of the Department shall cooperate with the Office of Information in carrying out this service and share in the costs of the operation. The Office of Information will advise agency heads of guidelines for agency participation to more effectively serve visitors to the Department. These guidelines will include information on the allocation of costs within the annual total as provided by the Assistant Secretary for Administration.

Joseph M. Robertson
Assistant Secretary
for Administration

ORGANIZATION (Information)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

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Joseph M. Robertson
Assistant Secretary
for Administration

ORGANIZATION

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 22 1969

SECRETARY'S MEMORANDUM NO. 1661

USDA Liaison Committee on the Great Plains

Interested agencies of the U.S. Department of Agriculture are participating with the State Agricultural Experiment Stations and Extension Services of the 10 States in the Great Plains Agricultural Council, to facilitate interstate and State-Federal cooperation on agricultural problems of the Plains. The Council consists of representatives of the Land-Grant Colleges and of U.S. Department of Agriculture agencies in the region.

In order to give proper attention to the problems of the Plains, and to maintain more effective working relationships between the Executive Committee of the Great Plains Agricultural Council and the Secretary, there is hereby established, for Washington headquarters purposes, a USDA Liaison Committee on the Great Plains.

The committee shall be composed of:

Director of Agricultural Economics, Chairman
Deputy Assistant Secretary for International Affairs and Commodity Programs
Deputy Assistant Secretary for Marketing and Consumer Services
Deputy Assistant Secretary for Rural Development and Conservation
Deputy Director for Science and Education
Deputy Director of Information
Administrator, Economic Research Service

The committee will meet on call of the chairman to consider problems of the Great Plains and specific questions pertaining to the work of the Great Plains Agricultural Council. It will advise with the Executive Committee of the Council and the Council's Secretary on matters of mutual interest, serve as a focal point for exchange of

COMMITTEES (Great Plains)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

ideas between Washington and the field for solution of Great Plains problems, help promote adaptation of agricultural policies and programs to Plains conditions, and serve as a review committee on matters referred by the Council to the Office of the Secretary of Agriculture for national attention.

This memorandum supersedes Secretary's Memorandum No. 1455, Rev. dated November 29, 1962, and Supplement 1, dated December 13, 1962.

Clifford M. Hardin
Secretary of Agriculture

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Clifford M. Hardin
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

July 2 2, 1976

SECRETARY'S MEMORANDUM NO. 1661 REVISED

USDA Liaison Committee on the Great Plains

Interested agencies of the U. S. Department of Agriculture are participating with the State Agricultural Experiment Stations and Extension Services of the 10 States in the Great Plains Agricultural Council, to facilitate interstate and State-Federal cooperation on agricultural problems of the Plains. The Council consists of representatives of the Land-Grant Colleges and of U. S. Department of Agriculture agencies in the region.

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The committee shall be composed of:

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Deputy Assistant Secretary for International Affairs and Commodity Programs
Deputy Assistant Secretary for Marketing and Consumer Services
Deputy Assistant Secretary for Conservation, Research and Education
Deputy Assistant Secretary for Rural Development
Deputy Director of Communication
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COMMITTEES (Great Plains)

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This memorandum supersedes Secretary's Memorandum No. 1661, dated August 22, 1969.

Earl L. Butz

Earl L. Butz
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

September 23 1969

SECRETARY'S MEMORANDUM NO. 1662

USDA Policy on Civil Rights

It is imperative that we renew and strengthen our efforts to insure equal access and opportunity in all aspects of our programs without regard to race, color, or national origin to the full extent of the law.

In the day-to-day carrying out of these responsibilities, the Assistant Secretary for Administration, under my direction, is assigned staff responsibility, working with my Special Assistant for Civil Rights, for the general direction, coordination, and implementation of all aspects of the Civil Rights program at the Department level.

Each program Assistant Secretary and Director, together with his respective line administrators, is assigned line responsibility for developing and implementing a comprehensive civil rights program to insure that the intent of the law and President Nixon's equal opportunity policy is effectively carried out in all our programs and activities.

I am, therefore, asking each program Assistant Secretary and Director, together with his agency heads, to take the following steps after appropriate consultation.

Training

To assist in fulfilling the intent of the law and in carrying out the President's policy, it is important that my staff, agency heads, and supervisory officers of the Department at all levels be given appropriate training in this important area.

The Director of Personnel will be responsible for developing adequate and appropriate training in the civil rights area for my staff, the agency heads, and their deputies.

Each agency head, after consultation with the Director of Personnel, will be responsible for developing and conducting training courses in this area for his division heads and regional, State, and major field office heads.

CIVIL RIGHTS

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

September 23 1965

SECRETARY'S MEMORANDUM NO. [illegible]

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The Director of Personnel will be responsible for developing adequate and appropriate training in the civil rights area for my staff, the agency heads, and the departments.

Each agency head, after consultation with the Director of Personnel, will be responsible for developing and conducting training courses in this area for his division heads and regional, State, and major field office heads.

All of the training at this level of management is to be completed by June 30, 1970.

At the close of Fiscal Year 1970, a report will be submitted by each agency head through the Director of Personnel to the Assistant Secretary for Administration, indicating that this training for top management has been completed, together with a proposed program of civil rights training, to reach all other personnel during Fiscal Year 1971.

This report will be submitted no later than July 15, 1970.

Evaluation

It is crucial that we develop a system for establishing base data and for measuring progress from that base in all our important and sensitive program areas to the end that we will know the quantity and quality of our services being delivered to minority groups.

Again, this effort will be the responsibility of the program Assistant Secretaries and Directors and the responsible agency head after adequate consultation with appropriate representatives of my staff so as to insure the highest degree of adequacy, consistency and uniformity possible in the data developed.

The Assistant Secretary for Administration will report to me on September 30, 1969, and each quarter thereafter on the work planned, underway, and accomplished in this area.

Compliance

All employees of this Department are charged by law and regulation to conduct official business in such a manner that the Department does not directly or by implication:

(1) Support, encourage, or condone the practice of segregation or other forms of discrimination.

(2) Conduct programs in ways that permit economic barriers or social inhibitions to limit participation; or

(3) Provide separate services for reasons of race, color, or national origin.

To assure this, I ask that you:

(1) Correct programs in which practices bar integration and thus allow or lead to participation only on a segregated basis.

All of the training at this level of management is to be completed by June 30, 1970.

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(2) Conduct programs in ways that permit economic barriers or social inhibitions to limit participation; or

(3) Provide separate services for reasons of race, color, or national origin.

To assure this, I ask that you:

(1) Correct programs in which practices bar integration and thus allow or lead to participation only on a segregated basis.

Each agency will review the activities of all offices for the existence of any practices that are or might lead to segregation and take immediate action for their elimination. Complete elimination of segregation and discrimination with regard to meetings, office space, and related facilities must be achieved now.

(2) Correct programs that have been conducted in ways that permit economic barriers or social inhibitions to limit participation of certain racial, color, or nationality groups, even though such programs are announced as available to all persons. Each agency head shall review every program of his agency to (a) identify those programs in which participation by members of minority groups is restricted because of economic barriers or social inhibitions; (b) develop and implement plans for changing existing programs or for creating new programs to remove or overcome these barriers and inhibitions.

(3) Correct programs in which service to specific racial, color, or nationality groups is inferior because of the failure of Department employees or cooperators to work across racial lines regardless of their own race, color, or nationality. Each agency head will immediately review the activities of all personnel to determine whether or not there are conditions preventing any employee from fully carrying out his assignment because of his own race, color, or nationality. Where these conditions exist the agency head will be responsible for: (a) identifying specific personnel and the circumstances involved, and (b) taking action to develop plans to overcome the conditions. The individual concerned must participate in identifying the barriers and in developing the plan of action to overcome them. The extent of this participation should be reported.

Each agency head will assign necessary staff to accomplish these reviews, and the agency head will submit a report to me through my Special Assistant for Civil Rights and the Assistant Secretary for Administration not later than March 31, 1970, stating that the three steps outlined above have been accomplished in his agency. Similar reports will be submitted thereafter on June 30 and December 30 - showing that these standards are continuing to be met and if not, why.

Employment

It is the policy of this Department to provide equal opportunity for all persons, to prohibit discrimination in employment because of race, color, religion, sex, or national origin, and to promote the full realization of equal employment opportunity through a continuing affirmative program in each agency.

Each agency will review the activities of all offices for the existence of any practices that are or might lead to segregation and take immediate action for their elimination. Complete elimination of segregation and discrimination with regard to meetings, office space, and related facilities must be achieved now.

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Special efforts must be made to assure that job opportunities in the Department are made known to men and women of all races, religions, and ethnic backgrounds.

Equal employment opportunity must become an integral part of every aspect of personnel policy and practice in the employment, development, advancement, and treatment of employees of the Department.

Provide for the prompt, fair, and impartial consideration of all complaints of discrimination on the basis of race, color, religion, sex, or national origin. Agencies shall provide access to counseling for employees who feel aggrieved and shall encourage the resolution of employee problems on an informal basis. Procedures for the consideration of complaints shall include an impartial review within the agency and shall provide for appeal to the Civil Service Commission.

Audits

The Inspector General will continue concerted efforts in the audit of significant program activities that have civil rights implications involving the various agencies. Audit efforts will encompass an evaluation of equal opportunity in both employment and program activities. Follow-up audits will verify the adequacy of corrective action directed by appropriate line officials.

Investigations

The Inspector General will investigate complaints or other information which warrant such action.

Law

Each agency head will use the appropriate legal resources of this Department whenever necessary to reach the goals as outlined in this policy.

Organization

Each agency head will organize to accomplish the objectives outlined above most effectively, and review the current Civil Rights procedures for his agency to insure conformance with this policy. In any case, however, each administrator will assume personal responsibility to insure that the intent of the law and the President's policy are carried out.

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The following Secretary's Memorandums are hereby superseded:

Memorandum of May 3, 1961 signed by J.M.R.
"Federal Participation in Segregated Meetings" of June 23, 1964.
Secretary's Memorandum No. 1560 of July 10, 1964.
Secretary's Memorandum No. 1572 of April 22, 1965.
"Use of Racial Data" of May 18, 1965.
Secretary's Memorandum No. 1560, Supplement 4 of January 17, 1966.
"Federal Participation in Segregated Meetings" of September 28, 1967.
Secretary's Memorandum No. 1574, Revised of February 8, 1968.

Clifford M. Hardin

The following Secretary's Memorandums are hereby superseded:

Memorandum of May 3, 1961 signed by J.M.R.
"Federal Participation in Segregated Meetings" of June 29, 1964.
Secretary's Memorandum No. 1370 of July 10, 1964.
Secretary's Memorandum No. 1372 of April 22, 1965.
"Use of Racial Data" of May 18, 1965.
Secretary's Memorandum No. 1380, Supplement 4 of January 17, 1966.
"Federal Participation in Segregated Meetings" of September 28, 1967.
Secretary's Memorandum No. 1374, Revised of February 8, 1968.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

July 27 1970

SECRETARY'S MEMORANDUM NO. 1662, SUPPLEMENT 1

USDA Policy on Civil Rights

1. PURPOSE. These guidelines are issued to assist program Assistant Secretaries and Directors and agency Administrators in carrying out the civil rights evaluation function assigned to them by the evaluation section Secretary's Memorandum No. 1662.

   In the development or modification of systems to measure the quantity and quality of services being delivered to minority groups through programs of USDA, each agency head is requested to consult with the Civil Rights Evaluation Staff in advance.

   It is suggested that data on minority group participation be evaluated within each agency by program managers in examining agency progress toward civil rights objectives.

2. PROCEDURE. Steps to be taken by agencies under the direction of the Assistant Secretaries and Directors and with the counsel of the Civil Rights Evaluation Staff to assure that USDA programs and delivery systems are providing equal opportunity for all potential beneficiaries are:

   A. Establish measures of the numbers of minority groups in the population eligible to participate in each program. These measures may be derived from standard statistical sources such as the Censuses of Agriculture and Population and Housing and agency records.

   B. Establish and maintain a system for collecting and reporting racial data on participation in USDA programs. The system should obtain racial data on all significant aspects of program participation including participation in local committees by the persons intended to ultimately benefit. Data should be based on reviewable records. The system should provide for identification of White, Negro or Black, American Indian, Spanish Surname, Oriental and Other. Records of services to minority and majority group people and the extent to which such services are rendered across racial lines will be included. Racial data and statistics shall be maintained under safeguards which will prevent their use for discriminatory purposes.

The system should be designed to obtain racial data for all counties in which the program operates, though county data may be retained in the Federal agency office for reference as needed.

C. Periodically within each fiscal year, conduct a statistical review of each program to evaluate minority group participation and evaluate extent of conformance to equal opportunity objectives and measurable targets. It is recognized that the programs of some agencies are less susceptible than others to statistical measurement of program participation by race. However, all agencies are expected to exercise ingenuity in exploring aspects of their programs or related activities for which the development of statistical measures will contribute to assuring opportunity for all eligible participants to take part in agency programs.

D. Submit an annual Civil Rights Evaluation Report to the Secretary through the Assistant Secretary for Administration on the status and activities of programs and statistical systems designed to measure progress in meeting civil rights objectives. This report should include information on specific actions taken to insure that opportunity to participate in Department programs is made available to all members of minority groups who are eligible to participate. The report should be submitted as of June 30 each year. However, agencies who maintain a calendar year minority participation data system may establish a mutually satisfactory alternative reporting date with the Civil Rights Evaluation Staff.

Clifford M. Hardin

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

May 28 1971

SECRETARY'S MEMORANDUM NO. 1662, SUPPLEMENT 2

USDA Policy on Civil Rights

In Secretary's Memorandum No. 1662 I directed that we renew and strengthen our efforts to insure equal access to all USDA programs without regard to race, color, or national origin. We need to see that all eligible people, particularly minorities and the underprivileged, are informed of all USDA program benefits and of the protection against discrimination contained in our regulations.

I am now directing each Agency head to develop a public notification plan which will include the following:

- Each USDA office and recipient which distributes program benefits will take specific action to advise minorities of program availability and the requirement for nondiscrimination.

- Each USDA and cooperating office serving the public will prominently display the nondiscrimination poster, "And Justice for All". A notice of nondiscrimination will also be posted at all public outdoor recreation areas.

- Each Agency will inform minorities of new programs and program changes by mailing information to "grass roots" organizations listed by the Assistant to the Secretary for Civil Rights.

- Each Agency will promptly notify the Office of Information of any new programs or program changes. The Office of Information will maintain master lists of minority group media and will disseminate to them the information provided by the Agencies.

- Each Agency will submit Civil Rights "success stories" to the Office of Information for dissemination to the media.

- All informational materials released to the public will, as appropriate, contain a statement that the program or activity will be conducted on a nondiscriminatory basis. Where appropriate,

CIVIL RIGHTS

photos and other graphics will be used to convey the message of equal opportunity. This requirement will apply to materials published and distributed by either the Agency or its non-Federal cooperators.

No later than June 30, 1971, please submit a plan for accomplishing the above steps to the Assistant to the Secretary for Civil Rights for approval. Indicate those areas already covered by Agency procedures.

Clifford M. Hardin
Secretary of Agriculture

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Secretary's Record & Comm. Div.
5-28-71

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

June 28 1971

SECRETARY'S MEMORANDUM NO. 1662, SUPPLEMENT ~~2~~ 3

USDA Policy on Civil Rights

My Memorandum No. 1662, September 23, 1969, asked that each Agency Head, after consultation with the Director of Personnel, develop and conduct training courses in civil rights for division heads and regional, State, and major field office heads. Training for top management was to have been completed at the close of FY 1970. Training for all other supervisory personnel was to be completed by June 30, 1971.

The Department's training effort in civil rights has been beneficial in increasing awareness by supervisors of minority group problems and in improving the delivery of benefits and services of the Department of Agriculture without regard to race, color, religion, or national origin. The U.S. Commission on Civil Rights recently noted the Department's civil rights training programs as an example of those Federal Agencies which were "making good faith efforts to improve aspects of their civil rights performance."

The Department of Agriculture must continue in this effort. I urge each Agency Head to be mindful of his responsibility to continue to promote the civil rights objectives outlined in my Memorandum No. 1662. Civil rights training will be continued. Those supervisors who did not receive this training, either because they were absent when such training was offered or because they became employees after formal training ended, must be trained. It is important that civil rights training be made a part of on-going Agency training programs, particularly those involving managerial or executive development.

Each Agency shall develop a plan of action for continuing civil rights training. The report on civil rights training due on July 15, 1971, as requested by Personnel Bulletin 713-21, December 10, 1970, should include your action plan.

Clifford M. Hardin

CIVIL RIGHTS

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

June 28 1972

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

December 2, 1971.

SECRETARY'S MEMORANDUM NO. 1662, SUPPLEMENT 4

Civil Rights Considerations of Proposed and Pending Legislation

Office of Management and Budget Circular No. A-19, Revised, Transmittal Memorandum No. 1, directs the Department to include civil rights and environmental impact considerations in its analysis of proposed and pending legislation where appropriate.

The purpose of this supplement is to prescribe the inclusion of civil rights considerations in the analysis of proposed and pending legislation where appropriate. The Department's policy on including environmental impact statements is contained in Secretary's Memorandum No. 1695, Supplement 4.

Legislation under review should be carefully studied from the standpoint of whether it carries out the provisions of existing law and is consistent with Administration policies and directives on civil rights. Legislative reports and draft bills should contain appropriate recommendations, statements, or provisions to effect these purposes.

Inquiries concerning this procedure should be directed to the Chief, Legislative and Financial Reporting Division, Office of Budget and Finance, extension 3671.

J. Phil Campbell
Acting Secretary

CIVIL RIGHTS

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

May 18, 1972.

SECRETARY'S MEMORANDUM NO. 1662, SUPPLEMENT 5

USDA Policy on Civil Rights

Progress in the delivery of USDA program benefits to minority groups has been uneven among Agencies and programs, with some Agencies still far short of achieving parity in access to and participation in programs.

Existing Agency reporting efforts are intended to facilitate a comparison of present participation with past performance in order to show progress. While this provides useful information, we need to develop an improved system whereby parity of participation is defined and participation targets are established in advance of the program year.

Beginning with Fiscal Year 1973, USDA Agencies with Title VI or direct assistance programs will incorporate targets for the delivery of program benefits to minority groups into their advance program planning procedures. The systematic inclusion of minority considerations in formal program planning efforts will serve two major purposes: (1) promote parity of participation by minority groups in the benefits of USDA programs, and (2) provide approved targets against which performance can be measured.

I have directed the Office of Equal Opportunity to assume responsibility, with the cooperation of the Office of Planning and Evaluation, for developing and issuing procedural instructions to accomplish this purpose. Procedures will include:

(1) The definition by Agencies of parity of participation in their programs, development of proposals of specific participation targets for each Title VI and direct assistance program, and submission of these proposals to their Assistant Secretary or Director for approval in advance of the program year;

(2) The review of Agency proposals by the Director of the Office of Equal Opportunity who will make recommendations to each Assistant Secretary or Director;

(3) The recommendation of planned targets by the Assistant Secretaries and Directors for approval by the Secretary, and

(4) The revision of Agency reporting systems, to the extent necessary, to provide recurring status reports of performance and progress against approved targets. In the

CIVIL RIGHTS

meantime, Agencies are expected to comply with the requirements of Supplement 1 of Secretary's Memorandum No. 1662, until further notice.

Periodic follow-up on Agencies' progress toward targets will be scheduled by Assistant Secretaries and Directors. The Office of Equal Opportunity will provide periodic evaluation reports to the Secretary, Assistant Secretaries and Directors on Agency performance.

Earl L. Butz

Secretary of Agriculture

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Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D.C. 20250

October 18, 1972.

SECRETARY'S MEMORANDUM NO. 1662, SUPPLEMENT 6

Departmental Upward Mobility Program

The Equal Employment Opportunity Act of 1972 requires each Federal Department and Agency to provide for programs of training and education which will afford employees an opportunity to acquire skills and abilities needed to compete for advancement to positions of greater responsibility.

The Secretary's Task Force on Personnel Policy Evaluation and the Secretary's Task Force on Upward Mobility found shortcomings in current training, educational and job opportunities as they apply to all employees in the lower grades. These Task Forces pointed out the need for a coordinated Departmentwide program to provide employees in the lower grades with training, educational and job opportunities.

The Task Force findings are reinforced by current manpower restrictions which make it imperative that the Department uses to the best advantage its existing manpower resources. Therefore, I am hereby establishing a Departmental Upward Mobility Program. The Departmental Upward Mobility Program shall be composed of two components: (1) a Departmental Upward Mobility Board and (2) an Upward Mobility Unit in the Office of Personnel.

In order to assure understanding and effective communications between employees and management in this area, an Upward Mobility Advisory Board is established. This Board will be composed of the Under Secretary, Chairman, three Assistant Secretaries or Group Directors, as designated, the Director of the Office of Personnel, the Director of the Office of Equal Opportunity, and such employee representatives of interested employee groups and such other employees as the Secretary may designate. The Office of Personnel will provide administrative support and will designate an Executive Secretary to the Board.

The Upward Mobility Advisory Board will monitor and review activities of the Upward Mobility Program and advise, as appropriate, on program content and resources. The Board will also assure that necessary policies and procedures are in effect to achieve the intent of the program. The Board will make an annual report to the Secretary on the Upward Mobility Program. Pursuant to the policies and procedures established by the Board, the Director of Personnel is directed

CIVIL RIGHTS

to implement a program of adult basic education and testing, job skills training, professional education, job restructuring and employee guidance to upgrade the skills and provide opportunities for all employees in the lower grades.

The Departmentwide Upward Mobility Program, to be directed and coordinated by the Director of Personnel with the cooperation of the agencies, will require substantial, long-term manpower and financial resource commitments by the agencies. The Assistant Secretaries and Group Directors are expected to assist in this undertaking by providing necessary resources through their agencies to assure adequate support to the Department's Upward Mobility Program.

Earl L. Butz

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

July 27, 1973.

SECRETARY'S MEMORANDUM NO. 1662, SUPPLEMENT NO. 3, REVISED

USDA Civil Rights Training Course

Secretary's Memorandum No. 1662 provides for civil rights training for Agency Heads and supervisory officers of the Department at all levels. Agencies, in accordance with this memo, have developed and conducted civil rights training programs. However, an audit of the Agency courses indicated that training varied greatly in quality, quantity, and methodology. For this reason, it was decided that the Department should develop and implement a standard civil rights training program.

A task force of Agency Training Officers was formed to identify the curriculum for this training program. Based on the subject matter content, as recommended by the task force, the Office of Personnel designed and developed the USDA Civil Rights Training Course.

Agencies are instructed to begin utilizing the USDA Civil Rights Training Course as their primary source for civil rights training. All Agency courses will be supplemental courses and will be considered as "in addition" to the Department course. Also, Agencies are instructed to implement the training course as designed and without modification. The Department course contains built-in options which allow for differences in Agency functions and geographical locations.

As a minimum, beginning with this date, all USDA executives, managers, and supervisors, at all grade levels, who have not previously received civil rights training will attend this course. In addition, those employees, who have received civil rights training through Agency resources and have not received training in the required subject matter areas contained in the Department program will be required to receive such training.

I have instructed the Director of Personnel to report to me on the progress of Agency efforts in carrying out this training program.

Earl L. Butz

Earl L. Butz
Secretary

CIVIL RIGHTS

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

July 2, 1976

SECRETARY'S MEMORANDUM NO. 1662, SUPPLEMENT 7

USDA Equal Housing Opportunity Program

POLICY

It is the policy of the Department of Agriculture to assure equal housing opportunity for all employees and for all persons affected by its programs regardless of race, color, religion, sex or national origin to the full extent of the law.

BACKGROUND

Title VIII of the Civil Rights Act of 1968, 42 U.S.C. 3601, as amended, prohibits discrimination based on race, color, religion, or national origin in the financing, sale or rental of housing. Executive Order 11512 (1970) sets forth the policies by which the Administrator of General Services and the heads of Executive agencies will be guided in the acquisition of both federally owned and leased office buildings and space. The Department of Housing and Urban Development has been assigned a coordinating role regarding equal housing opportunity programs in the Federal government.

USDA programs and activities involve equal housing opportunity considerations in three ways:

1. Housing grant and loan programs administered by the Farmers Home Administration.

2. The impact of USDA office and facility site location decisions upon the community and upon employees.

3. Access to conveniently located, reasonably priced, nondiscriminatory housing for all USDA employees.

RESPONSIBILITY

1. The Director, Office of Equal Opportunity, is designated the USDA Equal Housing Opportunity Officer and will:

a. Coordinate the activities of the Department and its offices and agencies to achieve Federal and Department equal housing opportunity objectives for USDA employees.

CIVIL RIGHTS

SECRETARY'S MEMORANDUM NO. 1982, SUPPLEMENT 7

USDA Equal Housing Opportunity Program

POLICY

It is the policy of the Department of Agriculture to assure equal housing opportunity for all employees and for all persons affected by its programs regardless of race, color, religion, sex or national origin to the full extent of the law.

BACKGROUND

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2. The impact of USDA office and facility site location decisions upon the community and upon employees.

3. Access to conveniently located, reasonably priced, nondiscriminatory housing for all USDA employees.

RESPONSIBILITY

1. The Director, Office of Equal Opportunity, is designated the USDA Equal Housing Opportunity Officer and will:

a. Coordinate the activities of the Department and its offices and agencies to achieve federal and Department equal housing opportunity objectives for USDA employees.

b. Represent the Department in interagency meetings and serve as liaison to the Federal Equal Housing Opportunity Council.

2. The Director, Office of Personnel will:

a. Assure that all present and new USDA employees are provided information regarding their rights with respect to equal housing opportunity, how to file a housing complaint, the USDA policy regarding fair housing, and the availability of a housing locator service. This will be accomplished in a general memorandum to all employees. The memorandum will be included in all new employees orientation packets.

b. Assure that all necessary elements of the Department's equal housing opportunity program are included in the Department's and in agency civil rights training programs prescribed by Secretary's Memorandum 1662 (September 23, 1969).

c. Monitor developments regarding agency housing locator services through agency semiannual reports of progress on EEO Affirmative Action Plans and report them to the USDA Equal Housing Opportunity Officer.

3. The Director, Office of Operations, will establish procedures necessary to assure that all decisions regarding proposed USDA office and facility site locations or relocations for which review and comment by the Office of Operations is required will include an adequate assessment of equal housing opportunity factors prior to approving or recommending any final action.

4. Agency heads will appoint equal housing opportunity officers for their agencies, using agency civil rights coordinators and equal employment opportunity officers wherever possible. Agency heads will also assure that equal housing opportunity assessments are included in Civil Rights Impact Statements prepared under Secretary's Memorandum 1662, Supplement 8 prior to final decisions regarding the location or relocation of a USDA office or facility wherever 10 or more employees are involved.

5. Equal housing opportunity officers will be responsible for assuring that an equal housing opportunity program exists in all offices and field locations under their jurisdiction. An equal housing opportunity program should include:

a. a housing locator service

b. informational services regarding Federal and USDA equal housing opportunity policy

c. counseling services regarding equal housing opportunity complaints

A housing locator service is defined as a capability for assisting employees to locate convenient, reasonably priced, nondiscriminatory housing wherever and whenever needed.

6. The Directors, OA, OO, OP and OEO and agency heads will include equal housing opportunity in all appropriate audits and reviews. The Administrator, FmHA and the Director, OEO will continue to monitor equal opportunity in the housing programs of FmHA through the compliance review programs of their respective agencies and through the reporting mechanism provided in Secretary's Memorandum 1662, Supplement 1.

John A. Knebel
for
Earl L. Butz
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

June 28, 1976

SECRETARY'S MEMORANDUM NO. 1662, SUPPLEMENT 8

Civil Rights Considerations of Policy Actions

This Supplement to Secretary's Memorandum No. 1662 provides a mechanism whereby inadvertent discrimination in proposed major policy actions can be detected and ameliorated with off-setting measures or alternative actions before implementation. To assure that adequate consideration is given to the civil rights implications of all proposed major policy actions, Agency Heads will be responsible for preparing a civil rights impact statement for all such actions.

Where an Agency Head determines a decision to be a major policy action having a significant civil rights impact, a civil rights impact statement will be prepared and submitted to the Assistant Secretary for Administration for review. No civil rights impact statement will be required if the Agency Head determines that no significant civil rights impact is involved in the policy action.

Civil rights impact statements may be required for the following type actions:

a. Legislative proposals, policies, programs and projects for which an environmental impact statement is required. (If the Agency Head determines that a civil rights impact exists, the civil rights evaluation will become part of the environmental impact statement and be forwarded for review.)

b. Changes in or new rules, regulations or policies to be published in the Federal Register and not requiring an environmental impact statement.

c. Decisions affecting program delivery which will not be published in the Federal Register.

d. Proposed locations or relocations of field installations employing 10 or more employees.

A civil rights impact statement will include the following information:

a. Name of Agency or Office

b. Statement and description of proposed policy action

c. Evaluation of probable favorable and unfavorable civil rights impact

d. Alternative approaches or other off-setting actions that will minimize unfavorable civil rights impact

e. An equal housing opportunity assessment wherever appropriate

CIVIL RIGHTS

The Assistant Secretary for Administration will issue guidelines and instructions for preparing a civil rights impact statement and will provide assistance to Agencies in their preparation wherever needed. Following review by the Assistant Secretary, the civil rights impact statement will be returned to the Agency within five working days of its receipt either with approval or for reconsideration where unfavorable civil rights impact exist without sufficient off-setting action.

This procedure will be evaluated six months after implementation to measure and assess its workability, adequacy and impact. The results of this review will be made available and discussed with the Management Council and the procedure adjusted as deemed necessary under the circumstances.

Earl L. Butz

SECRETARY OF AGRICULTURE

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

August 18, 1976

SUBJECT: Secretary's Memorandum
No. 1662, Supplement 8

TO: All Agency Heads

This is to inform you that I have designated the Office of Equal Opportunity to be responsible for the implementation of Secretary's Memorandum No. 1662, Supplement 8 (Civil Rights Consideration of Policy Action). All required submissions in complying with this Supplement should be sent to the Director, Office of Equal Opportunity.

For your information, attached are guidelines and instructions for preparing a Civil Rights Impact Statement. To answer questions regarding the requirements of Supplement 8, and explore the characteristics of successful civil rights impact analyses, the Office of Equal Opportunity invites you or your designee to attend a Supplement 8 workshop discussion to be held on August 25, 2:00 p.m. - 3:30 p.m., Room 5221, South Building.

If you have questions on Supplement 8 which need answering prior to the date of the workshop discussion, please call Percy R. Luney, on Extension 74563.

J. PAUL BOLDUC
Assistant Secretary
for Administration

Attachment

GUIDELINES AND INSTRUCTIONS FOR PREPARING A CIVIL RIGHTS IMPACT STATEMENT

Secretary's Memorandum No. 1662, Supplement 8, directs each Agency to consider the civil rights impact of policy actions. To accomplish this, Agencies may be required to prepare Civil Rights Impact Statements for the following situations:

-- Legislative proposals, policies, programs and projects for which an environmental impact statement is required. (If the Agency Head determines that a civil rights impact exists, the civil rights evaluation will become part of the environmental impact statement and be forwarded for review.)

-- Changes in or new rules, regulations or policies to be published in the Federal Register and not requiring an environmental impact statement.

-- Decisions affecting program delivery which will not be published in the Federal Register.

-- Proposed locations or relocations of field installations employing 10 or more employees.

For each category of items, reporting procedures are as follows:

1. Actions Requiring an Environmental Impact Statement

   When an Environmental Impact Statement is required for legislative proposals, policies, regulations, programs and projects, prepare a Civil Rights Impact Statement if the Agency Head determines that civil rights impact exists. The evaluation of the civil rights impact should become an integral part of the Social and Economic sections of the Environmental Impact Statement. It should not be a separate report. Submit entire Environmental Impact Statement to OEO in both draft and final forms.

2. Rules, Regulations or Policies Published in the Federal Register

   Prepare a Civil Rights Impact Statement for changes in or new rules, regulations or policies to be published in the Federal Register when the Agency Head deems the decision to be a major policy having a significant civil rights impact that does not require the preparation of an Environmental Impact Statement. Reference to the Civil Rights Impact Statement need not be made in the Federal Register. Submit Civil Rights Impact Statement to OEO simultaneously with Federal Register submission (see Exhibit 1 for Civil Rights Impact Statement format).

3. Agency Decisions Not Published in the Federal Register

Prepare a Civil Rights Impact Statement for decisions made by Agency personnel that affect program delivery which are not published in the Federal Register when the Agency Head deems the decision to be a major policy having a significant civil rights impact. Submit Civil Rights Impact Statement to OEO while major policy decision is still in draft form (see Exhibit 1 for Civil Rights Impact Statement format).

4. Location or Relocation of Field Installations

Prepare a Civil Rights Impact Statement for proposed location or relocation of field installations employing 10 or more employees when the Agency Head determines that civil rights impact exists. The analysis should include an assessment of the proposed location in terms of equal access to conveniently located, reasonably priced, nondiscriminatory housing for employees. Submit Civil Rights Impact Statement to OEO from three (3) to six (6) months in advance of location or relocation (see Exhibit 1 for Civil Rights Impact Statement format).

All statements received by OEO will be evaluated for adequacy and returned to the Agency within five (5) working days from its receipt by OEO. Each returned statement will have attached an adequacy-assessment memorandum. Proposed actions requiring reconsideration will be returned with recommendations for overcoming the objectionable issue.

It is recognized that many questions arising from the implementation of Supplement 8 will have to be dealt with on an individual Agency basis. For additional information or assistance in complying with this Supplement, please call Percy R. Luney, Extension 74563.

EXHIBIT 1

USDA CIVIL RIGHTS IMPACT STATEMENT

1. Proposed Action:

2. Duration:

3. Justification--Indicate in detail sufficient to convey an understanding of:

   (a) How the matter is handled now.

   (b) What would occur or happen as a result of the new action or change.

4. Agency:

5. Contact:

6. Date:

7. Impact Analysis--List and evaluate the following:

   (a) Probable favorable civil rights impact. (Include all effects which could reasonably be expected to remove barriers and increase minority participation; increase income; improve housing and education; or increase job opportunities.)

   (b) Probable unfavorable civil rights impact. (Include all effects which would tend to have a differentially negative impact upon potential and actual minority beneficiaries, whether intended or not, as well as any effects which would tend to inhibit or restrict opportunities for participation, lessen job opportunities, lower incomes, increase barriers to decent housing and education.)

8. Net Civil Rights Impact:

   (a) Favorable

   (b) Unfavorable

   (c) Neutral--A situation where favorable conditions counter-balance unfavorable conditions.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

September 30 1969

SECRETARY'S MEMORANDUM NO. 1663

Evaluation, Review and Coordination of Federal Assistance Programs and Projects

PURPOSE: This Memorandum prescribes the procedures to be observed by the Department in carrying out the provisions of Bureau of the Budget Circular No. A-95 dated July 24, 1969, regarding cooperation with State and local governments in the evaluation, review and coordination of certain Federal assistance programs and projects.

Circular No. A-95 was issued primarily for the purpose of implementing portions of the Intergovernmental Cooperation Act of 1968, particularly Section 201 and Title IV. It incorporates the provisions of Circular No. A-82, which becomes obsolete on September 30, 1969, and makes its requirements applicable to projects to be located in both metropolitan and non-metropolitan areas. It likewise incorporates the provisions of Circular No. A-80, which is superseded immediately.

COVERAGE: Circular No. A-95 has applicability to the following Department agencies, programs and activities:

PART I

Part I of the Circular establishes a project notification and review system in order to coordinate certain Federal programs with State plans. This will involve the following specific items for the Department of Agriculture, certain construction activities and other Federal assistance programs which affect State and local government development activities.

Agricultural Stabilization and Conservation Service

"Greenspan" Program

Farmers Home Administration

Rural Water and Waste Disposal Facilities Construction
Watershed Protection and Flood Prevention Loans
Loans for Soil and Water Conservation, Recreation, and Shifts in Land Use
Comprehensive Water and Waste Disposal Plans
Resource Conservation and Development Loans (including former Rural Renewal projects)

ORGANIZATION

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

September 30 1969

SECRETARY'S MEMORANDUM NO. [illegible]

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Farmers Home Administration

Rural Water and Waste Disposal Facilities Construction
Watershed Protection and Flood Prevention Loans
Loans for Soil and Water Conservation, Recreation, and Shifts in Land Use
Comprehensive Water and Waste Disposal Plans
Resource Conservation and Development Loans (Including Former Rural Renewal projects)

Soil Conservation Service

Watershed Protection and Flood Prevention
Resource Conservation and Development Projects

All Agencies

State plans required by Federal programs which are not otherwise referred to Governors for review.

Construction of Federal buildings and installations or other Federal public works and the acquisition, use and disposal of Federal land and real property which may reasonably be expected to have a significant impact on area and community development.

PART II

Part II deals with coordination of plans between Federal, State and local governments which involve multi-jurisdictional areas. This section applies as follows:

All Agencies

Programs involving the designation of any Planning and Development District or Region.

PART III

Part III establishes an information system so that the designated State central information reception agencies will be fully informed on Federal grant-in-aid programs. This part applies as follows:

All Agencies

Any grant or grant-in-aid to a State, political subdivision of a State or other beneficiary. Further instructions will be issued by the Office of Budget and Finance.

DELEGATIONS: The Assistant Secretary for Rural Development and Conservation shall be responsible for the interagency and interdepartmental coordination of actions required by this Memorandum as it pertains to Parts I and II of Circular No. A-95. He shall be assisted by the Office of Plant and Operations in carrying out his responsibilities regarding paragraph 8 of Part I.

The Director of the Office of Budget and Finance shall be responsible for the interagency and interdepartmental coordination of actions required by this Memorandum as it pertains to Part III.

The responsibilities assigned under this Memorandum shall include:

(1) Liaison with the Bureau of the Budget on matters pertaining to Circular No. A-95.

Soil Conservation Service

Watershed Protection and Flood Prevention
Resource Conservation and Development Projects

All Agencies

State plans required by Federal programs which are not otherwise referred to Governors for review.

Construction of Federal buildings and installations or other Federal public works and the acquisition, use and disposal of Federal land and real property which may reasonably be expected to have a significant impact on area and community development.

PART II

Part II deals with coordination of plans between Federal, State and local governments which involve multi-jurisdictional areas. This section applies as follows:

All Agencies

Programs involving the designation of any Planning and Development District or Region.

PART III

Part III establishes an information system so that the designated State central information reception agencies will be fully informed on Federal grant-in-aid programs. This part applies as follows:

All Agencies

Any grant or grant-in-aid to a State, political subdivision of a State or other beneficiary. Further instructions will be issued by the Office of Budget and Finance.

DELEGATIONS: The Assistant Secretary for Rural Development and Conservation shall be responsible for the interagency and interdepartmental coordination of actions required by Parts I and II of Circular No. A-95. He shall be assisted by the Office of Plant and Operations in carrying out his responsibilities regarding paragraph 8 of Part I.

The Director of the Office of Budget and Finance shall be responsible for the interagency and interdepartmental coordination of actions required by this Memorandum as it pertains to Part III.

The responsibilities assigned under this Memorandum shall include:

(1) Liaison with the Bureau of the Budget on matters pertaining to Circular No. A-95.

(2) Appraisal of agency procedures in relation to the objectives of Circular No. A-95 and for compliance with its provisions.

(3) Compilation and submission of any reports which may be required of the Department.

AGENCY PROCEDURES: Each agency administering a program involving projects or activities subject to the provisions of Circular No. A-95 shall issue procedures necessary for compliance, as follows:

PART I

Two copies of procedures and other revisions thereof developed pursuant to this Part will be filed with the Assistant Secretary for Rural Development and Conservation for submission to the Bureau of the Budget. ~~by September 15, 1969. Copies of drafts should be submitted if final issuance cannot be accomplished by that date.~~ Drafts may be submitted ~~also~~ for clearance prior to issuance if desired.

A list of designated Clearing Houses for States and non-metropolitan areas will be furnished to each agency as soon as the information is available. A list of Clearing Houses serving metropolitan areas, formerly referred to as metropolitan area-wide agencies, was furnished previously to each agency concerned in connection with the implementation of Bureau of the Budget Circular No. A-82.

PART II

Two copies of drafts of procedures and any revisions thereof developed pursuant to this Part will be filed with the Assistant Secretary for Rural Development and Conservation for clearance with the Bureau of the Budget and submission to other Departments and agencies administering related programs. Copies of the procedures finally issued will be furnished also to the Assistant Secretary for Rural Development and Conservation.

PART III

A copy of procedures and any revisions thereof developed pursuant to this Part will be filed with the Office of Budget and Finance. Such procedures should provide for the submission of information to State Central Information Reception Agencies covering all grants awarded since July 1, 1969, as well as those awarded after the procedures are issued. If an agency administers a program involving grants that can be approved by field offices, such procedures should specify whether the notices sent to Central Information Reception Agencies and the Office of Economic Opportunity will be transmitted direct or through the headquarters office. In either event, arrangements should be made for the retention of copies in the headquarters office for future reference.

(2) Appraisal of agency procedures in relation to the objectives of Circular No. A-95 and for compliance with its provisions.

(3) Compilation and submission of any reports which may be required of the Department.

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A list of designated Central Information Reception Agencies will be furnished to each agency by the Office of Budget and Finance.

CANCELLATION OF PREVIOUS INSTRUCTIONS: Secretary's Memorandum No. 1617, dated July 12, 1967, is hereby superseded, effective September 30, 1969; and Secretary's Memorandum No. 1621, dated September 25, 1967, is superseded immediately.

ADDITIONAL COPIES: A small supply of copies of Bureau of the Budget Circular No. A-95 and an explanatory statement prepared by the Bureau of the Budget are available in the Office of Budget and Finance. If copies are needed, call extension 2727.

J. Phil Campbell

J. Phil Campbell
Acting Secretary

A list of designated Central Information Reception Agencies will be furnished to each agency by the Office of Budget and Finance.

CANCELLATION OF PREVIOUS INSTRUCTIONS: Secretary's Memorandum No. 1617, dated July 12, 1957, is hereby superseded, effective September 30, 1959; and Secretary's Memorandum No. 1621, dated September 25, 1957, is superseded immediately.

ADDITIONAL COPIES: A small supply of copies of Bureau of the Budget Circular No. A-85 and an explanatory statement prepared by the Bureau of the Budget are available in the Office of Budget and Finance. If copies are needed, call extension 2727.

J. Phil Campbell
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

May 28 1971 , 1971

SECRETARY'S MEMORANDUM NO. 1663, REVISED

Evaluation, Review and Coordination of Federally Assisted Programs and Projects

PURPOSE: This Memorandum prescribes the procedures to be observed by the Department in carrying out the provisions of OMB Circular No. A-95 (Revised), dated February 9, 1971, regarding cooperation with State and local governments in the evaluation, review and coordination of certain Federally assisted programs and projects.

Circular No. A-95 was issued primarily for the purpose of implementing Section 204 of the Demonstration Cities and Metropolitan Act of 1966 and portions of the Intergovernmental Cooperation Act of 1968, particularly Title IV. In addition, the procedures outlined are intended to assist in the implementation of Section 102 (2)(C) of the National Environmental Policy Act of 1969 and regulations of the Council on Environmental Policy. The review process that is prescribed provides a means for determining the intergovernmental impact of specific projects and activities and their relationship to comprehensive planning applicable to the States and areas involved.

COVERAGE: Circular No. A-95 has applicability to the following Department agencies, programs and activities:

PART I

Part I of the Circular provides for a continuation of the project notification and review system previously established to aid in the coordination of certain Federally assisted programs and projects with State, regional and local planning. Certain programs of the Farmers Home Administration and Soil Conservation Service, as listed in attachment D of the Circular, are affected.

PART II

Part II provides for an exchange of information between Federal agencies and State and local governments about proposed Federal development projects and activities to be undertaken directly.

ORGANIZATION

Any agency having responsibility for the planning and construction of Federal buildings and installations or other Federal public works or development or for the acquisition, use and disposal of Federal land and real property is subject to the provisions of this Part.

PART III

Part III is designed to provide information about the relationship of Federally required State plans, as defined in the Circular, to State comprehensive planning and other State plans.

Any agency administering a program that requires by statute or regulation the type of State plan specified in the Circular as a condition for receiving assistance is subject to the provisions of this Part.

PART IV

Part IV deals with the coordination of planning in multi-jurisdictional areas, the establishment of consistent planning and development district or regional boundaries and the use of consistent planning base information.

Any agency administering a program which requires the designation or delineation of a planning and development district or region is subject to the provisions of this Part.

DELEGATIONS: The Assistant Secretary for Rural Development and Conservation shall be responsible for the interagency and interdepartmental coordination of actions required by this Memorandum. He shall be assisted by the Office of Plant and Operations in carrying out his responsibilities regarding Part II.

The responsibilities assigned under this Memorandum shall include:

(1) Liaison with the Office of Management and Budget on matters pertaining to Circular No. A-95.

(2) Appraisal of agency procedures in relation to the objectives and requirements of Circular No. A-95.

(3) Compilation and submission of any reports which may be required of the Department.

AGENCY PROCEDURES: Each agency administering a program involving projects or activities subject to the provisions of Circular No. A-95 shall issue procedures necessary for compliance.

Two copies of procedures and any revisions thereof issued pursuant to Parts I, II and III will be furnished in draft form to the Assistant Secretary for Rural Development and Conservation for clearance with the Office of Management and Budget.

Three copies of procedures and requirements developed in connection with Part IV will be furnished in draft form to the Assistant Secretary for Rural Development and Conservation for submission to the Office of Management and Budget and to the Heads of Departments and Agencies administering related programs as required in paragraph 5 of Part IV.

CANCELLATION OF PREVIOUS INSTRUCTION: Secretary's Memorandum No. 1663, dated September 30, 1969, is hereby superseded.

Clifford M. Hardin

Two copies of procedures and any revisions thereof issued pursuant to Parts I, II and III will be furnished in draft form to the Assistant Secretary for Rural Development and Conservation for clearance with the Office of Management and Budget.

Three copies of procedures and requirements developed in connection with Part IV will be furnished in draft form to the Assistant Secretary for Rural Development and Conservation for submission to the Office of Management and Budget and to the Heads of Departments and Agencies administering related programs as required in paragraph 5 of Part IV.

CANCELLATION OF PREVIOUS INSTRUCTION: Secretary's Memorandum No. 1663, dated September 30, 1969, is hereby superseded.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

October 3 1969

SECRETARY'S MEMORANDUM NO. 1664

Environmental Quality Executive Committee

This memorandum establishes within the Department of Agriculture an Environmental Quality Executive Committee. The primary function of this standing committee will be to coordinate the Department's interests and responsibilities in the Nation's effort to assure a quality environment for all people.

BACKGROUND. There is a rapidly growing national and international awareness of and concern about quality of the environment. Last May the President established, by Executive Order, the Cabinet-level Environmental Quality Council to serve as a focal point for the Nation's efforts to protect and enhance the environment. The Congress has authorized many programs over the years to improve our environment. It has recently reflected its increasing concerns, and those of the general public, about the environment through intensive additional legislative action on the subject.

The Department's authority and responsibility for research, education, and action programs concern the countryside--the people and renewable resources of rural America. In addition, those programs concern several aspects of urban America, such as erosion control and drainage in new housing and industrial developments and the many types of vegetation that enhance our streets, lawns, and parks. USDA programs vitally affect the conservation and management of the bulk of the Nation's land, water, and related biological, recreational, and esthetic resources.

OBJECTIVES. The objectives of the Executive Committee are to foster increased USDA awareness of and responsiveness to environmental quality considerations in developing and operating its programs; to provide leadership in national and international actions and forums to protect and enhance the environment; to afford a focal point in the Department for contacts by public and private organizations involved with or concerned about the environment; and to assist the Secretary of Agriculture as a member of the Environmental Quality Council and to insure that the various components of the Council have the benefit of USDA experience and competence.

COMMITTEES (Environmental Quality Executive)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

October 3 1969

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FUNCTIONS. The Committee will advise the Secretary and where appropriate lead or conduct multiagency and Department-level studies to develop information and make reports and recommendations regarding environmental quality with respect to:

1. Departmental policy
   a. Development
   b. Implementation
   c. Modification

2. USDA programs
   a. Departmentwide or multiagency planning and coordination
   b. Cooperative programs with other Federal, State, and local agencies and private organizations

3. Executive and legislative action
   a. Responses to directives, inquiries, and proposed legislation
   b. USDA proposals as needed

COMMITTEE STRUCTURE.

Leadership

Office of the Secretary) Theodore C. Byerly, CHAIRMAN
) Alfred L. Edwards, VICE CHAIRMAN

RPDES) David J. Ward, EXECUTIVE DIRECTOR

Member Agencies

ARS, ASCS, C&MS, CSRS, ERS, FES, FHA, FS, SCS

1. Each agency head shall designate a member of his immediate staff and an alternate who shall participate fully in Committee activities and have authority to speak for their agency.

2. Agency representatives shall provide or arrange for information and staff assistance for the Committee as may be needed to effectively deal with Department level or interagency activities and reports involving the programs and responsibilities of their agencies.

Associate Agencies

B&F, OGC, ~~OI~~ INFO, PEPS, RPDES

1. Each agency head shall designate a member of his staff to assist the Executive Committee as needed and to participate in Committee meetings upon request.

From time to time other agencies of the Department may be asked to attend Committee meetings and advise on items of significance to such agencies.

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

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   a. Development
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Office of the Secretary) Theodore C. Byerly, CHAIRMAN
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Clifford M. Hardin
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

October 9 1969

SECRETARY'S MEMORANDUM NO. 1665

Resource Conservation and Development Projects

1. FUNCTIONS TRANSFERRED

Effective July 1, 1969, the Rural Renewal Program is merged with the Resource Conservation and Development Program administered by the Soil Conservation Service. Leadership in the Department for resource conservation and development projects will be in the Soil Conservation Service. The Farmers Home Administration will continue to have responsibility for making and servicing loans in projects.

2. POLICY

Resource conservation and development projects are initiated and carried out by local people with the assistance of agencies of the States, and agencies of the United States Department of Agriculture under present program authorizations including that contained in Sections 31 and 32(e) of Title III of the Bankhead-Jones Farm Tenant Act as amended by Title I, Section 102 of the Food and Agriculture Act of 1962 (Public Law 87-703), and the Soil Conservation Act of 1935 (Public Law 74-46). These projects will be planned and carried out in areas where there is need to accelerate the conservation, development, and utilization of natural resources; improvement of the general level of economic activity; and enhancement of environment and standard of living.

3. DEFINITION

A resource conservation and development project is defined as a locally initiated, sponsored, and directed project designed to carry out a program of land conservation and land utilization, accelerated economic development, reduction of chronic unemployment or underemployment in an area where these activities are needed to foster a sound local economy.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

October 9, 1959

SECRETARY'S MEMORANDUM NO. [illegible]

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4. BASIC OBJECTIVES

The basic objectives of the Department in participating in resource conservation and development projects are:

a. The orderly development, improvement, conservation, and utilization of natural resources of the project area and thereby to provide employment and other economic opportunities to the people of the area.

b. To provide to local leadership the opportunity to more fully coordinate and utilize the facilities and techniques available under current agricultural programs, including those made available by Public Law 87-703, and any applicable new programs as may be instituted to aid in planning and carrying out a balanced program of development and conservation of natural resources to meet local, State, and national needs.

c. The orderly extension of this program, where needed, project by project as local leadership is able to effectively plan and carry out the activities necessary to achieve the goals of the program.

5. OPERATING POLICIES

The success of each resource conservation and development project will depend on coordinated planning and action by the sponsors and the effectiveness of assistance from Federal, State, territorial, and local agencies, and groups, governmental and otherwise.

a. To place responsibility within the Department, the Soil Conservation Service hereby is designated as the Departmental agency responsible for administration of the activities relating to resource conservation and development projects.

b. The Soil Conservation Service also will be responsible for contacts with Federal agencies outside the Department and with State and local agencies and organizations in a position to further such projects.

c. The Department agencies listed will appropriately assist such projects in accordance with their Departmentally assigned functions: Agricultural Stabilization and Conservation Service, Economic Research Service, Farmer Cooperative Service, Farmers Home Administration, Federal Extension Service, Forest Service, Office of Information, and Rural Electrification Administration. Each of these agencies shall develop its operating procedures for effectuating its participation in resource conservation and development projects and shall coordinate the instructions covering such procedures with overall instructions and procedures for project participation issued by the Soil Conservation Service.

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d. The governing bodies of Soil Conservation Districts, singly or acting in unison, will be encouraged, in furtherance of their agreements with the Secretary and in cooperation with other interest groups such as Development Committees and County ASCS Committees to take the lead at the local level in developing the leadership and participating sponsorship with local government officials where resource conservation and development projects are needed.

6. PRINCIPLES

Resource conservation and development projects are locally initiated and sponsored projects. Therefore, the following principles shall be used in the general administration of the program of assistance to them:

a. The area of a project will be determined by local needs and desires. However, priority shall be given to those of optimum size (for example, two or more contiguous counties or all or parts of several in the same land resource area) limited only by (1) the area in which local initiative and leadership truly can be effective and (2) a reasonable time in which necessary surveys and investigations needed in planning can be carried out.

b. The Governor or State agency designated by him shall approve applications for planning assistance and project plans prior to submission to the Secretary. If there is an approved overall economic development plan encompassing the project area, the project plan must be consistent with such plan.

c. The plan for the project will be developed by the sponsors of the project with the assistance of the Soil Conservation Service and other Federal, State, and local agencies and groups in a position to help. It is an "open-end" plan in that changes and additions can be made.

d. The plan for the project will set forth the opportunities for economic growth resulting from the development, conservation, and utilization of the natural resources of the area.

7. PRIOR MEMORANDUMS CANCELLED.

Secretary's Memorandum Numbers 1515 and 1517 are hereby cancelled.

Clifford M. Hardin

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

October 23 1969

SECRETARY'S MEMORANDUM NO. 1666

U.S.D.A. Policy on Pesticides

It is the policy of the Department of Agriculture to practice and encourage the use of those means of effective pest control which provide the least potential hazard to man, his animals, wildlife, and the other components of the natural environment.

For the foreseeable future, pesticides will be necessary tools for the protection of the nation's food and fiber supplies, people, and their homes.

Where chemicals are required for pest control, patterns of use, methods of application and formulations which will most effectively limit the impact of the chemicals to the target organisms shall be used and recommended. In the use of these chemicals, the Department has a continuing concern for human health and well-being and for the protection of fish and wildlife, soil, air, and water from pesticide contamination.

In keeping with this concern, persistent pesticides will not be used in Department pest control programs when an effective, non-residual method of control is available. When persistent pesticides are necessary to combat pests, they will be used in minimal effective amounts, applied precisely to the infested area, and at minimal effective frequencies.

Non-chemical methods of pest control, biological or cultural, will be used and recommended whenever such methods are available for the effective control or elimination of target pests. Integrated control systems utilizing both chemical and non-chemical techniques will be used and recommended in the interest of maximum effectiveness and safety.

In carrying out its responsibilities, the Department will continue to:

-- Conduct and support cooperative research to find new, effective biological, cultural, and integrated pest control materials and methods;

-- Seek effective, specific, non-persistent pesticides and methods of application least hazardous to man and his environment;

PESTICIDES

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

October 23 1965

SECRETARY'S MEMORANDUM NO. 1956

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-- Conduct and support cooperative research to find new, effective biological, cultural, and integrated pest control materials and methods;

-- Seek effective, specific, non-persistent pesticides and methods of application least hazardous to man and his environment;

PESTICIDES

-- Require pesticide product labels which adequately inform all users of the composition and the proper and permitted use of each formulation;

-- Review and update all pesticide registrations, eliminating any uses not in conformity with current criteria of safety and efficacy;

-- Cooperate with other public and private organizations and industry in the development and evaluation of pest control materials and methods, assessment of benefits and potential hazards in control operations, monitoring for pesticide residues, and dissemination of pesticide safety information.

All users of pesticides, whether in the home, garden, field, forest, or aquatic area or for public health and sanitary purposes, are strongly urged to heed label directions and exercise constant care in pesticide application, storage, and disposal for the protection of people, animals, and our total environment.

The Department commends this policy to all who use, recommend, or regulate pesticides.

Clifford M. Hardin
Secretary of Agriculture

With this issuance, Secretary's Memorandum No. 1565, dated December 23, 1964, is hereby superseded.

-- Require pesticide product labels which adequately inform all users of the composition and the proper and permitted use of each formulation;

-- Review and update all pesticide registrations, eliminating any uses not in conformity with current criteria of safety and efficacy.

-- Cooperate with other public and private organizations and industry in the development and evaluation of pest control materials and methods, assessment of benefits and potential hazards in control operations, monitoring for pesticide residues, and dissemination of pesticide safety information.

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The Department commends this policy to all who use, recommend, or regulate pesticides.

Clifford M. Hardin
Secretary of Agriculture

With this issuance, Secretary's Memorandum No. 1955, dated December 23, 1964, is hereby superseded.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

November 7, 1969

SECRETARY'S MEMORANDUM NO. 1667

Rural Development Program

1. PURPOSE

The purpose of this memorandum is to establish the Department's policies and organizational arrangements with respect to economic, social and cultural improvement in the nonmetropolitan areas of the Nation.

This memorandum supersedes Secretary's Memorandum No. 1610, dated February 27, 1967, and all related instructions.

2. BACKGROUND

The President has established a Task Force on Rural Development to make recommendations on what might be done in the private and public sectors to stimulate rural development.

The President on November 6, 1969, announced the establishment of a Cabinet-level Council for Rural Affairs to recognize the importance of rural America to the national economy and to society. This Council is to assist the President in developing national policies that will strengthen rural America and thereby encourage increased dispersal of the U. S. population to areas outside the major metropolitan centers.

In addition to the President, the Rural Affairs Council includes the Vice President, the Secretaries of Agriculture, Interior, Commerce, Housing and Urban Development, Labor, and Health, Education and Welfare, the Director of the Office of Economic Opportunity, the Director of the Bureau of the Budget and the Chairman of the Council of Economic Advisors.

The Department of Agriculture with its extensive field staff will carry a major portion of the Federal responsibility in helping individuals and communities in rural areas improve their quality of life.

3. DEFINITION

The term "rural development" applies to most of the present programs of the Department, since they contribute directly or indirectly to the improvement of rural America. However, in this memorandum, rural development refers to the Department's special efforts to provide expanded farm and nonfarm employment, income opportunities, and more attractive living conditions in nonmetropolitan areas of the Nation.

4. POLICY

I ask each agency in the Department to give aggressive leadership and assistance to the rural development program. Our goal is to utilize our existing authorities to provide more jobs and income opportunities, improve rural living conditions, and enrich the cultural life of rural America.

Most details of the development process should be left to local determination. The approach of the Department is to assist people to help themselves. For those activities in which the Department has expertise and responsibility, it will provide direct services to communities and individuals. For activities beyond the Department's purview, the Department can serve as communicator and catalyst. However, development is the primary responsibility of the local people.

5. IMPLEMENTATION

National

The Assistant Secretary for Rural Development and Conservation represents the Secretary on rural development matters and administers the program within the Department.

A Departmental Rural Development Committee is hereby established. This committee will develop Department policies, programs, and priorities, and coordinate agency action on matters pertaining to rural development. The Assistant Secretary for Rural Development and Conservation will serve as Chairman. The committee includes the Administrators and Deputies of the Forest Service, Soil Conservation Service, Farmers Home Administration, Federal Extension Service, and Rural Electrification Administration and such other members as the Secretary may designate.

Each member agency will assign a person to provide staff services to the committee. Other agencies of the Department will be invited to meet with the committee from time to time as requested by the Assistant Secretary for Rural Development and Conservation.

Each agency represented on the committee shall develop (1) procedures for providing services and technical assistance to individuals, private groups, and State and local governmental agencies; and (2) procedures for evaluating and reporting its progress in rural development to its Administrator. Other USDA agencies and offices shall develop plans for contributing to rural development. Rural development plans of all agencies shall be presented to the Chairman of the Rural Development Committee for review.

The Rural Development Committee will suggest training which will help Department and Extension personnel more effectively carry out their rural development responsibilities.

The Department, under the direction of the Assistant Secretary for Rural Development, will maintain liaison with other Federal agencies and national organizations to help make their programs and services available to rural people and their communities. This liaison function will be performed by the appropriate agencies as assigned by the Assistant Secretary for Rural Development and Conservation.

State

There shall be a USDA Committee for Rural Development in each State. Membership shall include representatives from the Forest Service, Soil Conservation Service, Farmers Home Administration, Rural Electrification Administration, and the State Cooperative Extension Service. Each representative will be designated by the corresponding administrator. This group shall be convened by the Director of the State Cooperative Extension Service and organized no later than December 31, 1969. Each Committee will elect its officers and develop its own operating procedures; it may enlarge its membership as it sees fit. Committee members will provide staff services to support the committee activities.

Each USDA Committee should establish liaison with the executive officers of the State government and other appropriate organizations. The Committees shall work closely with State and local people in support of comprehensive planning and development.

As needed, the State Committee will decide on the kind of USDA rural development organization to be established on a local basis.

The full range of land-grant university expertise, combined with help from Federal, State, and local government units, can assist local and State leaders to build strong and vigorous programs. Agency personnel, through their respective agencies, will provide technical assistance to individuals and to local, district, and State development groups. The State Cooperative Extension Services will, in addition, extend the knowledge and other available resources of land-grant universities to assist in the solutions of community problems. Extension will also provide educational and planning assistance to development groups, and along with other USDA agencies will help these groups use the various resources available through other governmental agencies and private organizations.

The State Committee, through its elected chairman, should develop an annual plan of operation for carrying out its responsibilities as indicated above. Each USDA agency administrator on the Rural Development Committee will prepare the necessary reports to be used as a basis for keeping national policies current and responsive to the needs of State and local people.

Local

Development is the responsibility of local organizations, groups, and leaders. They provide the means through which the services of governmental agencies and professional personnel can be of assistance. The extent to which people are helped in improving rural living conditions will depend largely on the quality of educational and technical assistance and other services provided by local professional personnel.

In assisting the local individuals and groups, local staff will (1) support and guide local leadership in determining the direction for development of its community, (2) provide appropriate help to local groups in carrying out their development plans, and (3) assist local leaders to establish appropriate liaison with other agencies and organizations, both public and private, who can contribute to the development of their communities.

J Phil Campbell

J. Phil Campbell
Under Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

October 5, 1972

SECRETARY'S MEMORANDUM NO. 1667, SUPPLEMENT 1

Rural Development Program

Secretary's Memorandum No. 1667 is amended to include: (1) The Administrator and Associate Administrator of the Agricultural Stabilization and Conservation Service on the Departmental Rural Development Committee, and (2) representatives from Agricultural Stabilization and Conservation Service on the U. S. Department of Agriculture Committee for Rural Development in each State.

J. Phil Campbell

Acting Secretary of Agriculture

RURAL URBAN DEVELOPMENT

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

June 27, 1973

SECRETARY'S MEMORANDUM NO. 1667, SUPPLEMENT 2

Rural Development Program

Secretary's Memorandum No. 1667 and subsequent Supplement 1 are amended to include: (1) The Administrator of the Agricultural Research Service and the Administrator and Associate Administrator of the Cooperative State Research Service on the Departmental Rural Development Committee and (2) representatives from the Agricultural Research Service and Agricultural Experiment Station on the U.S. Department of Agriculture Committee for Rural Development in each State.

Earl L. Butz

EARL L. BUTZ
Secretary of Agriculture

RURAL URBAN DEVELOPMENT

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

August 16, 1972.

SECRETARY'S MEMORANDUM NO. 1667 SUPPLEMENT 3

RURAL DEVELOPMENT PROGRAM

Secretary's Memorandum No. 1667 and Supplements are amended to include: (1) Administrator and Deputy Administrator of the Rural Development Service and the Administrator of the Economic Research Service on the Departmental Rural Development Committee and (2) representatives from the Rural Development Service and Economic Research Service on the U.S. Department of Agriculture Committee for Rural Development in States when appropriate. The Assistant Secretary for Rural Development will serve as chairperson of the Departmental Rural Development Committee.

Earl L. Butz
Secretary

RURAL URBAN DEVELOPMENT

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250 November 8 1969

SECRETARY'S MEMORANDUM NO. 1668

Proposed Establishment of Foreign Economic Development Service

1. PURPOSE. Agriculture provides the major source of national income and is a way of life for more than half the population of the less developed countries of the world. It is recognized that the development of practically all countries receiving assistance is dependent upon the social well-being and production efficiency of their rural populations. Recently some success has been achieved in accelerating agricultural production. This has brought into focus the needs of overall economic and social development. New problems must now be attacked, such as distribution of the benefits of development, use of the labor force, improved nutrition and related agricultural policies. The resources of the USDA must be coordinated and mobilized to more fully assist in planning, executing and evaluating agricultural assistance programs in the developing countries.

2. FUNCTIONS SHIFTED. In order to bring foreign economic development closer to other economically-oriented activities of the Department, we are proposing the establishment of a new agency. This agency will be the Foreign Economic Development Service. This agency, under the direction of an Administrator, will report to the Secretary, through the Director of Agricultural Economics.

The Department proposes to transfer to the Foreign Economic Development Service all international agricultural development, technical assistance and training functions administered by the Foreign Agricultural Service.

3. INCIDENTAL TRANSFERS. The Assistant Secretary for Administration will approve such transfers of funds, records, property, space, and personnel as are involved in the organizational assignments made in this Memorandum.

4. MANAGEMENT SUPPORT ACTIVITIES. Support activities such as accounting, budget, personnel and other administrative services as are required by the new agency will be provided by the Office of Management Services.

5. PUBLIC NOTICE. In accordance with Reorganization Plan No. 2 of 1953, the Department is giving advance public notice of delegations of functions proposed to be made and will afford interested persons and groups opportunity to place before the Department their views with respect to the organization adjustments to be made. In order to be considered, comments must be received by November 24, 1969.

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

ORGANIZATION 1 (Foreign Economic Development Service

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO. 1727

Proposed Establishment of Rural Irrigation
Development Service

1. PURPOSE. Agriculture provides the major source of national income and is a way of life for more than half the population of the less developed countries of the world. It is recognized that the development of practically all agricultural resources is dependent upon the social well-being and production efficiency of their rural populations. Recently some success has been achieved in accelerating agricultural production. This has brought into focus the needs of overall economic and social development. New priorities must be established, such as distribution of the benefits of development, use of the labor force, improved nutrition and redoubled agricultural policies. The resources of the USDA must be coordinated and mobilized to make fully certain it remains, economically and evaluating agricultural technical assistance programs in the developing countries.

2. ESTABLISHMENT OF SERVICE. In order to bring Foreign economic development closer to other governmentally-oriented activities of the Department, we are proposing the establishment of a new agency. This agency will be the Foreign Irrigation Development Service. This agency, under the direction of an Administrator, will report to the Secretary, through the Director of Agricultural Economics.

The Department proposes to transfer to the Foreign Economic Development Service all international agricultural development, technical assistance and training functions administered by the Foreign Agricultural Service.

3. PERSONNEL TRANSFERS. The Assistant Secretary for Administration will approve such transfers of funds, records, property, space, and personnel as are involved in the organizational realignments made in this Memorandum.

4. PERSONNEL POSITIONS AFFECTED. Support activities such as accounting, budget, personnel and other administrative services as are required by the new agency will be provided by the Office of Management Services.

5. EFFECTIVE DATE. In accordance with Reorganization Plan No. 2 of 1953, the Department is giving advance notice of delegations of functions proposed to be made and will afford interested persons and groups opportunity to place before the Department their views with respect to the organization changes to be made. In order to be considered, comments must be received by November 15, 1965.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

November 26 1969

SECRETARY'S MEMORANDUM NO. 1668, SUPPLEMENT 1

Establishment of Foreign Economic Development Service and Transfer of Functions

1. FUNCTIONS TRANSFERRED. Secretary's Memorandum No. 1668, of November 8, 1969, announced a proposal to transfer to the Foreign Economic Development Service all international agricultural development, technical assistance and training functions administered by the Foreign Agricultural Service. The Department at that time gave public notice of the proposed action and invited comments from interested persons and groups.

Effective December 1, 1969, I am establishing the Foreign Economic Development Service under the direction of Dr. Quentin M. West as Administrator and the functions listed above are hereby transferred to this new agency. Dr. West will report to me through the Director of Agricultural Economics.

2. MANAGEMENT SUPPORT ACTIVITIES. Support activities such as accounting, budget, personnel and other administrative services as are required by the new agency will be provided by the Office of Management Services.

3. INCIDENTAL TRANSFERS. The Assistant Secretary for Administration will approve such transfers of funds, records, property, space, and personnel as are involved in the organizational assignments made in this Memorandum.

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

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Secretary's Record & Corr. Div.

ORGANIZATION 1 Foreign Economic Development Service

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

SECRETARY'S MEMORANDUM No. 1956, SUPPLEMENT 1

Establishment of Foreign Economic Development Service
and Transfer of Functions

1. FUNCTIONS TRANSFERRED. Secretary's Memorandum No. 1956, of November 8, 1961, announced a proposal to transfer to the Foreign Economic Development Service all international agricultural development, technical assistance and training functions administered by the Foreign Agricultural Service. The Department at that time gave public notice of the proposed action and invited comments from interested persons and groups.

Effective December 1, 1961, I am establishing the Foreign Economic Development Service under the direction of Dr. Quentin M. West as Administrator and the functions listed above are hereby transferred to this new agency. Dr. West will report to me through the Director of Agricultural Economics.

2. MANAGEMENT SUPPORT ACTIVITIES. Support activities such as accounting, budget, personnel and other administrative services as are required by the new agency will be provided by the Office of Management Services.

3. INCIDENTAL TRANSFERS. The Assistant Secretary for Administration will approve such transfers of funds, records, property, space, and personnel as are involved in the organizational assignments made in this Memorandum.

Orville L. Freeman
Secretary of Agriculture

Dated: NOV 29 1961

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

November 17 1969

SECRETARY'S MEMORANDUM NO. 1669

Philadelphia Plan for Compliance Under Executive Order 11246

Pursuant to the provisions of Executive Order 11246, the Department of Labor has issued an Order requiring a program of equal employment opportunity by Federal contractors and subcontractors and federally-assisted construction contractors and subcontractors in the Philadelphia area. The Philadelphia area is defined as Bucks, Chester, Delaware, Montgomery and Philadelphia counties in Pennsylvania.

The Order requires a bidder on Federal or federally-assisted construction in the Philadelphia area on projects whose estimated cost exceeds $500,000 to submit an acceptable affirmative action program which shall include specific goals of minority manpower utilization within ranges to be established by the Department of Labor.

The Order states, "Each Federal agency shall include, or require the applicant to include, this form [attached], or one substantially similar, in the invitation for bids or other solicitations used for a Federally-involved construction contract where the estimated total cost of the construction project exceeds $500,000."

Questions concerning the Order issued by the Department of Labor should be referred to Mr. William Layton, Department Contract Compliance Officer.

Clifford M. Hardin

Attachment

EQUIP. & SUPPLIES 1

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

ATTACHMENT

NOTICE OF REQUIREMENT
FOR SUBMISSION OF AFFIRMATIVE ACTION PLAN
TO ENSURE EQUAL EMPLOYMENT OPPORTUNITY

1. It has been determined that in the performance of this contract an acceptable affirmative action program for the trades specified below will result in minority manpower utilization within the ranges set forth next to each trade:

Identification of Trade	Range of Minority Group Employment until December 31, 1970
Ironworkers	5% - 9%
Plumbers & Pipefitters	5% - 8%
Steamfitters	5% - 8%
Sheetmetal workers	4% - 8%
Electrical workers	4% - 8%
Elevator construction workers	4% - 8%

Identification of Trade	Range of Minority Group Employment for the Calendar Year 1971
Ironworkers	11% - 15%
Plumbers & Pipefitters	10% - 14%
Steamfitters	11% - 15%
Sheetmetal workers	9% - 13%
Electrical workers	9% - 13%
Elevator construction workers	9% - 13%

Identification of Trade	Range of Minority Group Employment for the Calendar Year 1972
Ironworkers	16% - 20%
Plumbers & Pipefitters	15% - 19%
Steamfitters	15% - 19%
Sheetmetal workers	14% - 18%
Electrical workers	14% - 18%
Elevator construction workers	14% - 18%

Identification of Trade	Range of Minority Group Employment for the Calendar Year 1973
Ironworkers	22% - 26%
Plumbers & Pipefitters	20% - 24%
Steamfitters	20% - 24%
Sheetmetal workers	19% - 23%
Electrical workers	19% - 23%
Elevator construction workers	19% - 23%

2. The bidder shall submit, in the form specified below, with his bid an affirmative action program setting forth his goals as to minority manpower utilization in the performance of the contract in the trades specified below, whether or not the work is subcontracted.

The bidder submits the following goals of minority manpower utilization to be achieved during the performance of the contract:

Identification of Trade	Estimated Total Employment for the Trade on the Contract Until December 31, 1970	Number of Minority Group Employees until December 31, 1970
Ironworkers		
Plumbers & Pipefitters		
Steamfitters		
Sheetmetal workers		
Electrical workers		
Elevator construction workers		

Identification of Trade	Estimated Total Employment for the Trade on the Contract for the Calendar Year 1971	Number of Minority Group Employees for the Calendar Year 1971
Ironworkers		
Plumbers & Pipefitters		
Steamfitters		
Sheetmetal workers		
Electrical workers		
Elevator construction workers		

Identification of Trade	Estimated Total Employment for the Trade on the Contract for the Calendar Year 1972	Number of Minority Group Employees for the Calendar Year 1972
Ironworkers		
Plumbers & Pipefitters		
Steamfitters		
Sheetmetal workers		
Electrical workers		
Elevator construction workers		

Identification of Trade	Estimated Total Employment for the Trade on the Contract for the Calendar Year 1973	Number of Minority Group Employees for the Calendar Year 1973
Ironworkers		
Plumbers & Pipefitters		
Steamfitters		
Sheetmetal workers		
Electrical workers		
Elevator construction workers		

(The bidder shall insert his goal of minority manpower utilization next to the name of each trade listed for those years during which it is contemplated that he shall perform any work or engage in any activity under the contract.)

3. The bidder also submits that whenever he subcontracts a portion of the work in the trade on which his goals of minority manpower utilization are predicated, he shall include his goals in such subcontract and those goals shall become the goals of his subcontractor who shall be bound by them to the full extent as if he were the prime contractor. The prime contractor shall not be accountable for the failure of his subcontractors to meet such goals or to make every good faith effort to meet

Identification of Trade	Estimated Total Employment for the trade on the Contract for the Calendar Year 1972	Number of Minority Group Employees for the Calendar Year 1972
Ironworkers		
Plumbers & Pipefitters		
Steamfitters		
Sheetmetal workers		
Electrical workers		
Elevator construction workers		

Identification of Trade	Estimated Total Employment for the Trade on the Contract for the Calendar Year 1973	Number of Minority Group Employees for the Calendar Year 1973
Ironworkers		
Plumbers & Pipefitters		
Steamfitters		
Sheetmetal workers		
Electrical workers		
Elevator construction workers		

(The bidder shall insert his goal of minority manpower utilization next to the name of each trade listed for those years during which it is contemplated that he shall perform any work or engage in any activity under the contract.)

3. The bidder also submits that whenever he subcontracts a portion of the work in the trade on which his goals of minority manpower utilization are predicated, he shall include his goals in such subcontract and those goals shall become the goals of his subcontractor who shall be bound by them to the full extent as if he were the prime contractor. The prime contractor shall not be accountable for the failure of his subcontractors to meet such goals or to make every good faith effort to meet

them. However, the prime contractor shall give notice to the Area Coordinator of the Office of Federal Contract Compliance of the Department of Labor of any refusal or failure of any subcontractor to fulfill his obligations under this Order. Failure of the subcontractor to achieve his goal will be treated in the same manner as such failure by the prime contractor prescribed in Section 8 of the Order from the Office of Federal Contract Compliance to the Heads of All Agencies regarding the Revised Philadelphia Plan, dated June 27, 1969.

4. No bidder will be awarded a contract unless his affirmative action program contains goals falling within the range set forth in paragraph 1 above, provided, however, that participation by the bidder in multi-employer programs approved by the Office of Federal Contract Compliance will be accepted as satisfying the requirements of this Notice in lieu of submission of goals with respect to the trades covered by such multi-employer program. In the event that such multi-employer program is applicable, the bidder need not set forth goals in paragraph 2 above for the trades covered by the program.

5. For the purpose of this Notice, the term minority means Negro, Oriental, American Indian and Spanish Surnamed American. Spanish Surnamed American includes all persons of Mexican, Puerto Rican, Cuban or Spanish origin or ancestry.

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them. However, the prime contractor shall give notice to the Area Coordinator of the Office of Federal Contract Compliance of the Department of Labor of any refusal or failure of any subcontractor to fulfill his obligations under this Order. Failure of the subcontractor to achieve his goal will be treated in the same manner as such failure by the prime contractor prescribed in Section 8 of the Order from the Office of Federal Contract Compliance to the Heads of All Agencies regarding the Revised Philadelphia Plan, dated June 27, 1969.

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5. For the purpose of this Notice, the term minority means Negro, Oriental, American Indian and Spanish Surnamed American. Spanish Surnamed American includes all persons of Mexican, Puerto Rican, Cuban or Spanish origin or ancestry.

6. The purpose of the contractor's commitment to specific goals as to minority manpower utilization is to meet his affirmative action obligations under the equal opportunity clause of the contract. This commitment is not intended and shall not be used to discriminate against any qualified applicant or employee. Whenever it comes to the bidder's attention that the goals are being used in a discriminatory manner, he must report it to the Area Coordinator of the Office of Federal Contract Compliance of the U.S. Department of Labor in order that appropriate sanction proceedings may be instituted.

7. Nothing contained in this Notice shall relieve the contractor from compliance with the provisions of Executive Order 11246 and the Equal Opportunity Clause of the contract with respect to matters not covered in this Notice, such as equal opportunity in employment in trades not specified in this Notice.

8. The bidder agrees to keep such records and to file such reports relating to the provisions of this Order as shall be required by the contracting or administering agency.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

November 19 1969

SECRETARY'S MEMORANDUM NO. 1670

Coordination for Environmental Quality

This memorandum designates Theodore C. Byerly, Assistant Director, Science and Education, Office of the Secretary, as Coordinator of Environmental Quality activities of the Department of Agriculture.

This action is pursuant to the Department's policy of concern for and action to conserve and improve the quality of the rural environment and to cooperate with other agencies in environmental quality activities of mutual concern.

As Coordinator he shall assist the Secretary as needed with regard to activities of the Cabinet level Environmental Quality Council and other environmental quality activities of the Office of the Secretary.

As a principal means of accomplishing coordination, he shall, as Chairman of the Environmental Quality Executive Committee established by Secretary's Memorandum No. 1664, develop interagency advice for the Secretary and where appropriate arrange and accomplish multi-agency and Department-level studies, reports, and recommendations regarding: Department policy, multiagency planning, cooperative programs with other Federal agencies and with other State and local agencies and private organizations, responses to directives, inquiries and proposed legislation and USDA proposals as needed.

The Coordinator of Environmental Quality shall participate as a member or alternate for the Department in interdepartmental and international environmental quality committees and task forces including, but not limited to, such committees and task forces as may be established by the Federal Council for Science and Technology, and shall serve as a member of Federal Committee on Pest Control representing the Office of the Secretary.

He shall establish and maintain relations with appropriate national, scientific, conservation, industry, and farm organizations and other groups and individuals on matters involving environmental quality activities of the Department.

PERSONNEL 19

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

November 19 1969

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He shall establish and maintain relations with appropriate national, scientific, conservation, industry, and farm organizations and other groups and individuals on matters involving environmental quality activities of the Department.

PERSONNEL 19

Environmental quality includes those activities concerned with the inadvertent and planned effects of man on the environment and those qualities of the environment affecting man, farms, crops, forests, and associated waters, wetlands, wildlands, livestock, dwelling places, communities, fish, birds, insects, and other wildlife. Environmental quality includes quality of air, water, soil, and the living things in or on them.

The Department is especially concerned with prevention or amelioration of damage to air, soil, water, man, and other life forms resulting from agricultural, forestry, and other rural activities; with the effects of pesticide and other chemical residues; and with smoke, dust, sediment, manure, and other wastes. It is concerned with industrial and other nonagricultural activities which pollute the rural environment.

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

Environmental quality includes those activities concerned with the inadvertent and planned effects of man on the environment and those qualities of the environment affecting man, farms, crops, forests, and associated waters, wetlands, wildlands, livestock, dwelling places, communities, fish, birds, insects, and other wildlife. Environmental quality includes quality of air, water, soil, and the living things in or on them.

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Clifford M. Hardin
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

November 28, 1969

SECRETARY'S MEMORANDUM NO. 1671

Personnel Management

The President's October 9 Memorandum to Heads of Executive Departments and Agencies regarding personnel management is attached.

I add my full support to the statements of the President. Effective and efficient personnel management is the responsibility of all line officials. I want the letter and spirit of this directive carried out to the fullest extent possible by every management official of the Department.

To accomplish this I am making the following assignments of responsibilities for this program:

1. The Director of Personnel shall provide leadership for the full implementation of Governmentwide personnel policies and programs and for the development and application of additional personnel policies and programs as needed.

2. The Assistant Secretary for Administration shall develop guidelines for and provide leadership to the development of the highest order of expertise and competence among those to whom professional personnel management responsibilities are assigned and for the full ongoing involvement of personnel officials in management decisions.

3. The Executive Manpower Board shall establish and monitor the operation of a personnel management evaluation system. The Office of Personnel will provide assistance to the Board.

The Under Secretary, as Chairman of the Executive Manpower Board, will give me periodic reports on the implementation of this memorandum.

Clifford M. Hardin
Secretary of Agriculture

Attachment

THE WHITE HOUSE

WASHINGTON

October 9, 1969

MEMORANDUM TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

The increasing complexities and responsibilities of Government critically challenge every Federal manager. If we are to achieve our national goals we must have the kind of personnel management in Government that fully taps the creative and productive capacity of our workforce. We must also be in a position to assure ourselves and the country that our personnel resources in Government are being utilized efficiently and economically.

To achieve these objectives will tax the full capacity of top management, every line manager, directors of personnel and personnel specialists. It is therefore essential to encourage the development of the highest order of expertise and competence among those to whom professional personnel management responsibilities are assigned. It is also essential that heads of Executive departments and agencies clearly establish the important role of the director of personnel, making maximum use of his expertise in formulating and implementing personnel management policies. Managers at all levels must consider the personnel management implications of management decisions and assure that the full impact of personnel management policies and practices are taken into account.

Each Executive department and agency shall also establish a system to review periodically the effectiveness of personnel management in his organization so that he can assure himself and me that his organization is striving continuously to achieve the best possible use of personnel resources.

The U. S. Civil Service Commission will exercise leadership for effective personnel management evaluation by:

1. Establishing standards for adequate evaluation systems,

2. Conducting research in and developing methods for evaluating personnel management,

3. Insuring that persons who engage in personnel management evaluation are properly qualified and receive the necessary training,

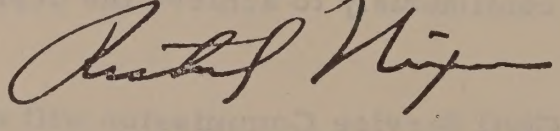
4. Assessing the adequacy of agency evaluation systems and requiring necessary improvement,

5. Maintaining its own capability to make independent evaluation of agency personnel management effectiveness sufficient to evaluate the adequacy of agency efforts and to supplement and complement such efforts, and

6. Collaborating and coordinating with the Bureau of the Budget in its overall responsibility for evaluating organization and management in the Executive Branch.

The head of every department and agency shall (1) fully implement the broad Government-wide personnel policies and programs established by law, Executive order, and the Civil Service Commission, (2) be responsible for developing personnel policies for his agency which apply these policies and programs to the needs of his own organization, (3) evaluate the application of these policies, assigning responsibility for the establishment and review of the effectiveness of the personnel management evaluation system at the level of the Under Secretary or principal deputy to insure objective assessment of the total management impact of personnel policies and practices, and (4) take follow-through action to correct problems identified.

The Chairman of the Civil Service Commission will report to me periodically on the implementation of this memorandum.



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

November 28 1969

SECRETARY'S MEMORANDUM NO. 1672

Earth Resources Survey Committee

This memorandum establishes within the Department of Agriculture an Earth Resources Survey Committee. The primary functions of the Committee will be to plan and implement the Department's experimental program for the Earth Resources Technology Satellite (ERTS).

BACKGROUND: Programs in agriculture and in agricultural development are heavily dependent upon having timely information for decision-making. Opportunities for increasing and sustaining the productivity of natural resources and for facilitating product flows in agriculture are identified and measured by accurate, comprehensive, and timely information on resource use, availability, productivity, potential, and other characteristics. The lack of such information is a major obstacle in the economic development of the undeveloped regions of the world and a significant obstacle to the formulation of important policies and programs in the more fully developed regions.

Generally such information on natural resources is obtained from ground surveys. These surveys are costly, and in the more remote and inaccessible regions of the world, they are difficult, if not impossible to make.

The space age offers new, potentially powerful tools for use in the development of information gathering systems and more recently interest has lead to considering ways of exploiting the advantages of earth-orbiting spacecraft in acquiring many types of data.

Present plans include an experimental satellite, known as the Earth Resources Technology Satellite, to be launched into near polar orbit early in the spring of 1972. It will be able to photograph the world completely in 18 days and, since the lifetime of the satellite will be one year, it will afford 20 opportunities for complete global coverage. Requests within USDA for experimental data clearly indicate that much of it is perishable and true value comes from (1) repetitive coverage and/or (2) near real-time analysis. The fact that timely data are required indicates a need to decide as early as possible the mechanics of the analytical function, including where it is done, by whom, and what communication with the field is necessary.

COMMITTEES (Earth Resources Survey)

OBJECTIVES: The Committee's activity will be specifically related to placing the Department in a favorable position to receive the output of the spacecraft and to perform a meaningful analysis of the data in relation to the interests of participating agencies. In addition, the Committee members will be assigned both responsibility and authority for coordination of the program within their respective agencies, including development of funding needs.

MEMBERSHIP: In addition to a designee of the Director of Science and Education, the Committee will consist of representatives of the following agencies:

Agricultural Research Service
Agricultural Stabilization and Conservation Service
Cooperative State Research Service
Economic Research Service
Federal Extension Service
Forest Service
Soil Conservation Service
Statistical Reporting Service

Each agency head shall designate a member of his staff and an alternate to participate fully in Committee activities and have authority to speak for their agency. The Committee will be chaired by the representative of the Agricultural Research Service.

COORDINATION WITH OTHER INSTITUTIONS: The Committee will consult as necessary with those interested in earth resources survey programs in the land-grant colleges and other institutions and may include in its deliberations such advisors and consultants in the government service as seem appropriate.

Clifford M. Hardin
Secretary of Agriculture

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Clifford M. Hardin
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

June 22 1970

SECRETARY'S MEMORANDUM NO. 1672, Revised

Earth Resources Survey Committee

OFFICIAL SECRETARY'S FILES

This memorandum establishes within the Department of Agriculture an Earth Resources Survey Committee. The primary functions of the Committee will be to plan and implement the Department's experimental program for the Earth Resources Technology Satellite (ERTS).

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COMMITTEES (Earth Resources Survey)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

SECRETARY'S MEMORANDUM NO.

Earth Resources Survey Committee

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COMMITTEES

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Extension Service
Foreign Agricultural Service
Foreign Economic Development Service
Forest Service
Soil Conservation Service
Statistical Reporting Service

Each agency head shall designate a member of his staff and an alternate to participate fully in Committee activities and have authority to speak for his agency. The Committee will be chaired by the representative of the Agricultural Research Service.

COORDINATION WITH OTHER INSTITUTIONS: The Committee will consult as necessary with those interested in earth resources survey programs in the land-grant colleges and other institutions and may include in its deliberations such advisors and consultants in the Government service as seem appropriate.

Secretary's Memorandum No. 1672, dated November 28, 1969, is hereby superseded.

Clifford M. Hardin

OBJECTIVES: The Committee's activity will be specifically related to placing the Department in a favorable position to receive the output of the spacecraft and to perform a meaningful analysis of the data in relation to the interests of participating agencies. In addition, the Committee members will be assigned both responsibility and authority for coordination of the program within their respective agencies, including development of funding needs.

MEMBERSHIP: In addition to a designee of the Director of Science and Education, the Committee will consist of representatives of the following agencies:

Agricultural Research Service
Agricultural Stabilization and Conservation Service
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Each agency head shall designate a member of his staff and an alternate to participate fully in Committee activities and have authority to speak for his agency. The Committee will be chaired by the representative of the Agricultural Research Service.

COORDINATION WITH OTHER INSTITUTIONS: The Committee will consult as necessary with those interested in earth resources survey programs in the land-grant colleges and other institutions and may include in its deliberations such advisors and consultants in the Government service as seem appropriate.

Secretary's Memorandum No. 1072 dated November 28, 1959, is hereby superseded.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

November 8, 1971.

SECRETARY'S MEMORANDUM NO. 1672, REVISED
Supplement 1

Earth Resources Survey Committee

This memorandum amends the portion of Secretary's Memorandum No. 1672, (revised) issued June 22, 1970, designating the Committee's chairman.

BACKGROUND AND CHANGE: Secretary's Memorandum No. 1672 established within the Department of Agriculture an Earth Resources Survey Committee and specified that it would be chaired by the representative of the Agricultural Research Service. This portion is hereby amended to read: The chairman of the Committee will be designated by the Secretary of Agriculture.

DESIGNATION OF COMMITTEE CHAIRMAN: Joseph W. Clifton, Associate Director, Program Performance Division, Agricultural Stabilization and Conservation Service, is designated as chairman of the Department of Agriculture Earth Resources Survey Committee effective this date.

J. Phil Campbell

J. Phil Campbell
Acting Secretary

COMMITTEES (Earth Resources Survey)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO. 1272, REVISED

Earth Resources Survey Committee

This memorandum amends the portion of Secretary's Memorandum No. 1272 issued June 22, 1970, designating the Committee's chairman.

BACKGROUND AND CHANGE: Secretary's Memorandum No. 1272 established within the Department of Agriculture an Earth Resources Survey Committee and specified that it would be chaired by the representative of the Agricultural Research Service. This portion is hereby amended to read: The chairman of the Committee will be designated by the Secretary of Agriculture.

DESIGNATION OF COMMITTEE CHAIRMAN: Joseph E. Clifton, Associate Director, Program Performance Division, Agricultural Stabilization and Conservation Service, is designated as chairman of the Department of Agriculture Earth Resources Survey Committee effective this date.

J. Phil Campbell
Acting Secretary

COMMITTEES

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

September 7, 1973.

SECRETARY'S MEMORANDUM NO. 1672, REVISED SUPPLEMENT 2

Earth Resources Survey Committee

This memorandum designates a new chairman for the Committee established by Secretary's Memorandum No. 1672, Revised, issued June 22, 1970.

1. BACKGROUND. Supplement 1, issued November 8, 1971, amended the revised memorandum and designated Joseph W. Clifton as chairman of the Earth Resources Survey Committee. The chairmanship has been vacant since the retirement of Mr. Clifton.

2. DESIGNATION OF COMMITTEE CHAIRMAN. Myles R. Howlett, Director, Division of Engineering, Forest Service, is designated as chairman of the Department of Agriculture Earth Resources Survey Committee effective this date.

Earl L. Butz

Earl L. Butz
Secretary

COMMITTEES (Earth Resources Survey)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

December 1 1969

OFFICIAL SECRETARY'S FILES
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SECRETARY'S MEMORANDUM NO. 1673

Grouping of Department Agencies

The Service Agencies of the Department are grouped under the following Assistant Secretaries and Directors:

1. Clarence D. Palmby is the Assistant Secretary for International Affairs and Commodity Programs. He also serves as President of the Commodity Credit Corporation.

   The following agencies and staff are under his general direction and supervision:

   a. Agricultural Stabilization and Conservation Service (including Commodity Credit Corporation functions assigned)

   b. Export Marketing Service

   c. Federal Crop Insurance Corporation

   d. Foreign Agricultural Service

   e. International Organizations Staff

2. Richard E. Lyng is the Assistant Secretary for Marketing and Consumer Service. The following agencies are under his general direction and supervision:

   a. Commodity Exchange Authority

   b. Consumer and Marketing Service

   c. Food and Nutrition Service

   d. Packers and Stockyards Administration

3. Thomas K. Cowden is the Assistant Secretary for Rural Development and Conservation. The following agencies are under

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO. 1473

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   a. Commodity Exchange Authority

   b. Consumer and Marketing Service

   c. Food and Nutrition Service

   d. Packers and Stockyards Administration

3. Thomas K. Cowden is the Assistant Secretary for Rural Development and Conservation. The following agencies are under

his general direction and supervision:

a. Farmer Cooperative Service

b. Farmers Home Administration

c. Forest Service

d. Rural Electrification Administration

e. Soil Conservation Service

4. Ned D. Bayley is the Director of Science and Education. The following agencies and staff are under his general direction and supervision:

a. Agricultural Research Service

b. Cooperative State Research Service

c. Federal Extension Service

d. National Agricultural Library

e. Research Program Development and Evaluation Staff

5. Don Paarlberg is the Director of Agricultural Economics. The following agencies, staff and group are under his general direction and supervision:

a. Economic Research Service

b. Foreign Economic Development Service

c. Planning Evaluation and Programming Staff

d. Statistical Reporting Service

e. Staff Economists Group

The provisions of 1 AR 30 will be amended as appropriate to reflect these changes.

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

his general direction and supervision:

a. Farmer Cooperative Service

b. Farmers Home Administration

c. Forest Service

d. Rural Electrification Administration

e. Soil Conservation Service

4. Ned D. Hayley is the Director of Science and Education. The following agencies and staff are under his general direction and supervision:

a. Agricultural Research Service

b. Cooperative State Research Service

c. Federal Extension Service

d. National Agricultural Library

e. Research Program Development and Evaluation Staff

5. Dan Paarlberg is the Director of Agricultural Economics. The following agencies, staff and group are under his general direction and supervision:

a. Economic Research Service

b. Foreign Economic Development Service

c. Planning Evaluation and Programming Staff

d. Statistical Reporting Service

e. Staff Economists Group

The provisions of 1 AM 30 will be amended as appropriate to reflect these changes.

Clifford M. Hardin
Secretary of Agriculture

April 13 1970

SECRETARY'S MEMORANDUM NO. 1673, SUPPLEMENT 1

Grouping of Department Agencies

Since the issuance of Secretary's Memorandum No. 1673 dated December 1, 1969, the following name changes have been made in the agencies listed:

The Federal Extension Service has been renamed Extension Service.

The Research Program Development and Evaluation Staff has been renamed Science and Education Staff.

Clifford M. Hardin

ORGANIZATION

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December 1, 1969

SECRETARY'S MEMORANDUM NO. 1674

Interagency Commodity Estimates Committees

1. Departmental Committees. There is a continuing need for estimates and projections of basic data regarding supply, utilization, prices and program effects to be used on a Departmentwide basis for budgetary purposes and for appraising and administering present or proposed programs. In response to this need, Secretary's Memorandum No. 1530, March 15, 1963, authorized establishment of a Departmental committee for each price supported commodity, and others as needed. That Memorandum was revised and superseded by Secretary's Memorandum No. 1614, April 12, 1967, to clarify the operating procedures and specify in more detail the responsibilities assigned. Further revision is now necessitated by the reorganization of the Department with respect to activities relating to export sales and international development, the establishment of a new agency in connection therewith, the Export Marketing Service, the reduction in size of the Staff Economists Group and the reorganization of the Agricultural Stabilization and Conservation Service.

2. Organization. Commodity estimates committees shall be composed of one member from each of the following agencies of the Department:

COMMITTEES (Commodity Estimates, Interagency)

December 1, 1959

SECRETARY'S MEMORANDUM NO. 1279

Interagency Commodity Estimates Committees

1. Departmental Committees. There is a continuing need for estimates and projections of basic data regarding supply, utilization, prices and program effects to be used on a Departmentwide basis for budgetary purposes and for appraising and administering present or proposed programs. In response to this need, Secretary's Memorandum No. 1230, March 15, 1953, authorized establishment of a Departmental committee for each price supported commodity, and others as needed. That Memorandum was revised and superseded by Secretary's Memorandum No. 1614, April 12, 1957, to clarify the operating procedures and specify in more detail the responsibilities assigned. Further revision is now necessitated by the reorganization of the Department with respect to activities relating to export sales and International development, the establishment of a new agency in connection therewith, the Export Marketing Service, the reduction in size of the Staff Economics Group and the reorganization of the Agricultural Stabilization and Conservation Service.

2. Organization. Commodity estimates committees shall be composed of one member from each of the following agencies of the Department:

COMMITTEE (Commodity Estimate Committee)

Economic Research Service, Export Marketing Service, Agricultural Stabilization and Conservation Service, and Foreign Agricultural Service. Each committee shall be chaired by the ASCS member, who shall also act as secretary of the committee. In addition, personnel from the Statistical Reporting Service shall, upon request, consult with and supply data to these committees.

The chairman of each committee shall call meetings of his committee and to the extent possible provide members with at least 2 days' notice of committee meetings. He shall inform committee members of the agenda, making available or requesting background data and other relevant materials previously prepared by the designated agencies for review by the committee. The chairman is empowered to appoint an export subcommittee, in advance of the scheduled meetings of the committee, to provide estimates of exports for the period under study. The chairman of the export subcommittee shall be one of the regular members of the commodity estimates committee.

To provide data for budget estimates and other purposes, two meetings for the preparation of detailed calculations of program costs and

Clifford M. Hardin

expenditures shall be scheduled each calendar year -- around June 1 and November 1. Additional meetings will be scheduled as required.

3. Duties. (a) The committees shall appraise and review basic data and make estimates as a basis for projecting supply, utilization and prices for major commodities, including the effects of new program proposals on acreage, yield, production, imports, exports, domestic utilization, price, price support programs and program activities. Estimates agreed to by each committee will be the official estimates of the Department regarding the effects of program proposals and changes, but will in no way restrict the formation of special study groups or performance of the duties of any agency of the Department associated with its assigned responsibilities.

(b) The following officials within the Department shall perform the duties and have the responsibilities as set forth below. Basic assumptions regarding the overall economy and for specific commodities should be provided committee chairmen at least one week prior to the date committes are to submit estimates.

(1) The Director of Agricultural Economics shall be the clearing house in the Department for economic data, statistics and projections. He has a staff responsibility to see that the economic

expenditures shall be scheduled each calendar year -- around June 1 and November 1. Additional meetings will be scheduled as required.

3. Duties. (a) The committees shall appraise and review basic data and make estimates as a basis for projecting supply, utilization and prices for major commodities, including the effects of new program proposals on acreage, yield, production, imports, exports, domestic utilization, price, price support programs and program activities. Estimates agreed to by each committee will be the official estimates of the Department regarding the effects of program proposals and changes, but will in no way restrict the formation of special study groups or performance of the duties of any agency of the Department associated with its assigned responsibilities.

(b) The following officials within the Department shall perform the duties and have the responsibilities as set forth below. Basic assumptions regarding the overall economy and for specific commodities should be provided committee chairmen at least one week prior to the date committee are to submit estimates.

(1) The Director of Agricultural Economics shall be the clearing house in the Department for economic data, statistics and projections. He has a staff responsibility to see that the economic

resources of all appropriate agencies in the Department are drawn upon in connection with economic policy decisions. Proposed decisions involving substantial economic policy implications shall be checked with him.

(2) The Administrator of the Economic Research Service shall provide the commodity estimates committees with basic data and economic analyses for their consideration relating to acreage, yield, production, utilization, foreign trade, and supply and price estimates for each commodity.

(3) The Administrator of the Foreign Agricultural Service, coordinating with the Consumer and Marketing Service and the Export Marketing Service, shall provide the commodity estimates committees for their consideration with estimates of programmed and commercial exports and imports for each commodity.

(4) The Administrator of the Consumer and Marketing Service, in connection with programs administered by C&MS, shall supply the Foreign Agricultural Service with estimates of program exports and shall supply the commodity estimates committees directly with data regarding domestic program operations for which C&MS has jurisdiction.

(5) The General Sales Manager of the Export Marketing Service shall supply the Foreign Agricultural Service with basic data and estimates of programmed exports under P. L. 480 and of commercial

resources of all appropriate agencies in the Department are drawn upon in connection with economic policy decisions. Proposed decisions involving substantial economic policy implications shall be checked with him.

(2) The Administrator of the Economic Research Service shall provide the commodity estimates committees with basic data and economic analyses for their consideration relating to acreage, yield, production, utilization, foreign trade, and supply and price estimates for each commodity.

(3) The Administrator of the Foreign Agricultural Service, coordinating with the Counsel and Marketing Service and the Export Marketing Service, shall provide the commodity estimates committees for their consideration with estimates of programmed and commercial exports and imports for each commodity.

(4) The Administrator of the Consumer and Marketing Service, in connection with programs administered by CSRS, shall supply the Foreign Agricultural Service with estimates of program exports and shall supply the commodity estimates committees directly with data regarding domestic program operations for which CSRS has jurisdiction.

(5) The General Sales Manager of the Export Marketing Service shall supply the Foreign Agricultural Service with basic data and estimates of programmed exports under P. L. 480 and of commercial

exports under other programs administered by the EMS, to enable FAS to consolidate and transmit to the commodity estimates committees the estimates for which FAS has responsibility under subparagraph (b) (3) of this paragraph 3.

(6) The Administrator of the Agricultural Stabilization and Conservation Service shall supply the commodity estimates committees with data and analyses relating to the quantities and value of each commodity placed under price support, the repayments, acquisitions and dispositions under existing and proposed programs, including program exports of tobacco, peanuts, tung oil and gum naval stores.

(7) The Administrator of the Food and Nutrition Service shall supply the commodity estimates committees directly with data regarding domestic program operations for which FNS has jurisdiction.

4. Utilization of Estimates. Estimates of these interagency committees shall be used in (a) preparation of budgets, and (b) the development, appraisal and administration of programs. The estimates shall serve as the basis for published statements, material provided the Congress, and testimony before the Congressional committees. Financial data or estimates prepared by these committees shall be furnished the Director of the Planning, Evaluation and Programming Staff and the Director of Budget and Finance. Committee members shall be responsible for providing their respective administrators with appraisals and reports prepared by the committees. All such

material shall be identified as having been prepared by a particular committee.

5. Utilization of Committees. Requests for committee assistance shall be routed through the Administrator, ASCS, the agency which provides committee chairmen. Such requests may be initiated by any agency head within the Department, or by the Office of the Secretary.

6. Prior Memorandum Superseded. With this issuance, Secretary's Memorandum No. 1614 is hereby superseded.

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6. Prior Memoranda Superseded. With this issuance, Secretary's Memorandum No. 1614 is hereby superseded.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 20 1969

SECRETARY'S MEMORANDUM NO. 1695

Planning-Programming-Budgeting System

This Administration has made a major policy commitment to achieve substantial improvement in the efficiency and effectiveness of Government programs. If the Department is to do its part in meeting this objective, a more intensive effort must be made to provide more systematic and rigorous analysis and evaluation of existing and proposed programs.

Specialized staff assistance in each agency is essential. Permanent Department and agency planning staffs, operating within the framework of overall policy guidance, will:

1. Continue to develop and maintain a comprehensive multi-year program planning and budgeting framework for USDA, relating the various activities of all agencies to national goals and USDA missions.

2. Conduct comprehensive studies to assist in defining program objectives in specific terms capable of being analyzed.

3. Identify useful measures of program effectiveness.

4. Develop and compare alternative ways of accomplishing objectives.

5. Develop and operate a Departmentwide system to report on actual program accomplishments.

The Director of Agricultural Economics is assigned the responsibility for overall coordination of all program evaluation and economic analysis in the Department. The Program and Budget Review Committee will continue to provide a means for coordinated policy review of program and budget issues. I will personally

ORGANIZATION 4

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

participate in the evaluation and approval of the Department's program and financial plans.

The Planning, Evaluation, and Programming Staff, reporting to the Director of Agricultural Economics, will coordinate and conduct special analytic studies, review and help prepare the Program and Financial Plan, analyze the effectiveness of programs designed to achieve major Department objectives, and provide staff assistance to the Program and Budget Review Committee. The Director of the PEP Staff will work in close cooperation with the agencies and staff offices of the Department. The work of the PEP Staff will be carefully coordinated with the work of the Office of Budget and Finance.

Each agency head will take action to assure that he has adequate staff resources available to analyze the effectiveness of agency programs and participate in special studies. At a minimum, the head of each of the following agencies should be sure he has a staff of highly competent personnel who will be available to assist him on a full-time basis in this effort:

Agricultural Research Service
Agricultural Stabilization and Conservation Service
Consumer and Marketing Service
Export Marketing Service
Farmers Home Administration
Food and Nutrition Service
Foreign Agricultural Service
Forest Service
Rural Electrification Administration
Soil Conservation Service

Agency analytic staffs will report directly to top program policy officials in the agency.

The Director of Agricultural Economics will use the PEP Staff, and any other staff resources of the Department as required, to carry out needed economic analyses and program evaluations.

Procedural instructions to assure effective coordination of economic analysis and program evaluation, within the policies established above, will be issued from time to time by the Director of Agricultural Economics and the PEP Staff after consultation with other policy officials as appropriate.

This memorandum supersedes Secretary's Memorandum No. 1589, dated October 27, 1965, and Secretary's Memorandum No. 1652, dated May 2, 1969.

Clifford M. Hardin

participate in the evaluation and approval of the Department's program and financial plans.

The Planning, Evaluation, and Programming Staff, reporting to the Director of Agricultural Economics, will coordinate and conduct special analytic studies, review and help prepare the Program and Financial Plan, analyze the effectiveness of programs designed to achieve major Department objectives, and provide staff assistance to the Program and Budget Review Committee. The Director of the PEP Staff will work in close cooperation with the agencies and staff offices of the Department. The work of the PEP Staff will be carefully coordinated with the work of the Office of Budget and Finance.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

December 22 1969

SECRETARY'S MEMORANDUM NO. 1676

Labor-Management Relations

On October 29, 1969, the President issued Executive Order No. 11491, Labor-Management Relations in the Federal Service, which becomes effective on January 1, 1970, in which he states the general policies which govern relations between management and labor organizations in the Federal Service. It is the purpose of this Memorandum to call your attention to the Order, to add my strong personal endorsement to it, and to assign responsibility for its implementation within the Department.

Employees have an obvious and proper interest in the terms of their employment and the conditions under which they work. Their well-being, efficient administration of the Department programs, and the public interest are benefited by providing employees an opportunity to participate in the formulation and implementation of personnel policies and practices affecting the conditions of their employment. Through their organizations employees may contribute substantially to the formulation and orderly administration of these matters which so vitally affect them. It is our firm intention and policy to cooperate with the representatives of labor organizations with the goal in mind of making the Department a model employer and providing the conditions under which each employee will strive to be a conscientious and efficient public servant.

It shall be a matter for decision by each individual whether he joins or refrains from joining a labor organization. His right freely to make this decision shall be respected and no interference, restraint, coercion, or discrimination shall be practiced to encourage or discourage membership in a labor organization. An employee's status as a member or non-member shall not of itself be given any weight in official actions affecting him. Likewise, non-supervisory employees shall be free to assist and actively participate in the affairs of a labor organization, provided there is no conflict of interest involved and the activity is otherwise proper.

There are many decisions to be made and procedures to be devised to implement the President's Order within the Department. I am asking the Director of Personnel to take the lead in doing this. He shall consult with the representatives of appropriate labor organizations in the formulation of these policies and procedures.

Each agency head is requested to provide a copy of this Memorandum to each employee in his agency so that our employees generally may be informed of this new and significant development in labor-management relations.

Clifford M. Hardin

ORDERS

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

December 24 1969

SECRETARY'S MEMORANDUM NO. 1677

Coordination of USDA Work with Regional Commissions

1. PURPOSE. The purpose of this memorandum is to reestablish mechanisms within the Department of Agriculture for coordinating USDA activities and providing information and assistance to Regional Commissions.

This memorandum supersedes Secretary's Memorandum No. 1579, Revised, dated May 9, 1967, and all related instructions.

2. BACKGROUND. Five Regional Commissions have been established under Title V of the Public Works and Economic Development Act of 1965. The Coastal Plains, Four Corners, New England, Ozarks, and Upper Great Lakes Economic Development Regions have been designated by the Secretary of Commerce with the concurrence of the State Governors of those States wholly or partially located in such regions.

Each Regional Commission has a field advisory committee. Temporary appointments of USDA representatives to these advisory committees have been made.

3. POLICY. Each agency in the Department is asked to provide information and assistance to the Regional Commissions through the national working group or the field advisory committee representative; and to review and prepare recommendations on plans developed by the Commissions to insure proper and effective utilization of existing Department of Agriculture programs, and implementation of potentially useful new programs.

4. IMPLEMENTATION. National. The Assistant Secretary for Rural Development and Conservation is the USDA representative to the Commissions at the National level.

The Administrators of Forest Service, Soil Conservation Service, Rural Electrification Administration, Federal Extension Service, Farmers Home Administration, the Agricultural Stabilization and Conservation Service and the Economic Research Service will assign a person to the working group. The working group, under the direction of the Assistant Secretary for Rural Development and Conservation, will provide liaison, coordination and staff assistance on matters pertaining to Regional Commissions.

Regional. A USDA Regional Committee for Rural Development will be established in each of the five regions. Membership will include a representative from Forest Service, Soil Conservation Service, Farmers Home Administration, Rural Electrification Administration, and Cooperative State Extension Service, and such other members as the Secretary may designate. Each representative will be designated by the corresponding Administrator.

COMMITTEES

The present temporary USDA representative on the Field Advisory Committee for Regional Commissions will convene the first meeting for purposes of organization, including election of a USDA representative to the regional Field Advisory Committee.

Members of the Regional Committee will report to the national level through regular agency channels. Field communications between the Committee and the Regional Commission will be through the designated USDA representative to the regional Field Advisory Committee.

Clifford M. Hardin

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